

**Town of Riverhead**  
200 Howell Avenue  
Riverhead, NY 11901  
<https://www.townofriverheadny.gov/>



**Diane Wilhelm, Town Clerk**  
Telephone: 631-727-3200

**Town Board Meeting Minutes**  
**Tuesday, October 16, 2018 – 6:00 PM**

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**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG**

The meeting was called to order at 6:05 PM by Town Supervisor Laura Jens-Smith

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Laura Jens-Smith	Town Supervisor	Present	
James Wooten	Councilman	Absent	
Jodi Giglio	Councilwoman	Present	
Tim Hubbard	Councilman	Present	
Catherine Kent	Councilwoman	Present	

**II. PRESENTATIONS, PROCLAMATIONS, AWARDS**

- 1. Riverhead High School Gay-Straight Alliance to Receive a Proclamation for National Coming Out Day**
- 2. Honoring the Riverhead Tomcats Hamptons Collegiate Baseball League Host Families**

**III. APPROVAL OF MINUTES OF**

- 1. Town Board - Regular Meeting - Oct 2, 2018 2:00 PM**

**IV. REPORTS**

- 1. Building Department September 2018 Monthly Report - \$221,997.62**
- 2. Tax Receiver September 2018 Utility Collection Report - \$887,697.68**
- 3. Town Clerk September 2018 Monthly Report - \$15,278.18**

**V. CORRESPONDENCE**

- 1. Correspondence from PSEG Long Island**
- 2. Bart Badalucco - Letter of Thanks and Appreciation to Town Employees**

3. **Jamesport Civic Assoc. - Letter Expressing Concerns Over Safety Issues Resulting from High Traffic Volume**
4. **Maria Naclerio - Letter Expressing Concerns Over Traffic and Parking Along Roadways in the Northville Area**

## **VI. PUBLIC HEARINGS**

**- 6:05 P.M. - Real Life Church of Wading River, Special Permit Application**

## **VII. PUBLIC SCOPING SESSION**

1. **Public Scoping Session for Preparation of the Draft Environmental Impact Statement for 203-213 East Main Street, Riverhead, NY, Described as SCTM #600-129-1-17, 18, 19 & 20 Located on 1.42 Acres Proposed as Mixed Use: 170 Residential 3,442 SF of Retail - Five Stories, a Draft Scope is Available at Town of Riverhead Website**

## **VIII. COMMENTS ON RESOLUTIONS**

## **IX. RESOLUTIONS**

1. **2018-781 Adopts Amendments to the Bylaws of the Senior Citizen Advisory Council**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

2. **2018-782 Amends Terms of & Establishes Reappointment Dates for Members of Senior Citizens Advisory Council**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

3. **2018-783 Appoints a Code Enforcement Officer (Spanish Speaking)**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

4. **2018-784 Appoints Member to Audit Committee**

<b>RESULT:</b>	<b>ADOPTED [3 TO 0]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Tim Hubbard, Catherine Kent
<b>ABSTAIN:</b>	Jodi Giglio
<b>ABSENT:</b>	James Wooten

**5. 2018-785 Appoints Member to Senior Citizen Advisory Council**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**6. 2018-786 Approves Settlement for Damages to Utility Pole**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**7. 2018-787 Approves Settlement of Claim (Philadelphia Insurance A/S/O Family Service League)**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**8. 2018-788 Authorizes Publication of Help Wanted Advertisement for a Building Permits Examiner**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**9. 2018-789 Authorizes the Supervisor to Execute A Stipulation of Agreement with the Riverhead Town Police Benevolent Association**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**10. 2018-790 Authorizes Town Clerk to Publish Advertisement for Chemicals Utilized by the Town of Riverhead Sewer District**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

- 11. 2018-791 Authorizes Town Clerk to Publish and Post a Notice of Public Hearing to Consider a Local Law for an Amendment to Chapter 289 Entitled "Vehicles, Traffic and Parking Regulations" of the Riverhead Town Code (289-2. Stop and Yield Intersections; Railroad Crossings; Parking Fields. - Dam Road and Forge Road)**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

- 12. 2018-792 Authorizes Town Clerk to Publish and Post Notice of Public Hearing to Consider the Adoption of the 2019 Preliminary Annual Budget for the Town of Riverhead**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

- 13. 2018-793 Authorizes Town Clerk to Publish and Post Public Notice to Consider a Local Law to Amend Chapter 273, Entitled "Solid Waste", Section 12 Thereof Entitled, "Enforcement; Penalties for Offenses" Of the Town Code**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

- 14. 2018-794 Awards Bid - Installation of Water Main and Appurtenances - Wellbridge Care Center - Riverhead Water District**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

- 15. 2018-795 DASNY Sam Grant SEQRA Resolution for Day Haven**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**16. 2018-796 Order Approving Extension 91 - Pulaski Street of the Riverhead Water District**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**17. 2018-797 Ratifies Authorization for Wonderland Midway Corp. to Provide Carnival Services at the "Riverhead Country Fair" Street Festival on Sunday, October 7, 2018, 8:00 A.M. to 6:00 P.M., with Riverhead Townscape Incorporated, Along the Riverfront; Authorizes the Supervisor to Execute a License Agreement with Wonderland Midway Corp. and Riverhead Townscape Incorporated**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**18. 2018-798 Ratifies the Adoption of a Policy Against Workplace Sexual Harassment**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**19. 2018-799 Resolution to Schedule Special Town Board Meeting for Adoption of the Final Scope for Metro Group Properties, Inc.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**20. 2018-800 Wellbridge Care Center Capital Project Budget Adjustment - Installation of Water Mains and Apputenances of the Riverhead Water District**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**21. 2018-801 Wellbridge Care Water Main Extension #30135**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**22. 2018-802 Pay Bills - Abstract Attached**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**23. 2018-761 Approves Chapter 255 Application of New Hope Rising Inc.  
("Inaugural Softball Tournament and Homerun Derby" - Saturday  
October 20, 2018)**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

**24. 2018-758 Classifies Action Pursuant to Seqra, Issues Negative  
Declaration and Grants Special Permit for Accessory Outdoor Storage  
at 84 Lumber Company Located at 1751 West Main Street, Riverhead NY**

<b>RESULT:</b>	<b>ADOPTED [3 TO 0]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Catherine Kent
<b>ABSENT:</b>	James Wooten
<b>RECUSED:</b>	Tim Hubbard

**X. OPEN COMMENTS FROM THE PUBLIC**

**XI. ADJOURNMENT**

The meeting was closed at 8:12 PM

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**Diane Wilhelm, Town Clerk**

**TOWN OF RIVERHEAD  
NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that a public hearing will be held before the Town Board of the Town of Riverhead at 200 Howell Avenue, Riverhead, New York on the 16<sup>th</sup> day of October, 2018 at 6:05 p.m. to consider a special permit application from the Real Life Church of Wading River to increase the gross floor area of a pre-existing non-conforming building within a required front yard setback and within a required side yard abutting a side street setback upon real property located at 29 Dogwood Drive, Wading River, New York, more particularly identified as SCTM Nos. 600-72-2-2, 600-72-2-7 and 600-72-2-8 within the Residence B-80 (RB80) zoning use district.

Dated: October 2, 2018  
Riverhead, New York

BY THE ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD  
DIANE M. WILHELM, Town Clerk

Attachment: 1053 (1129 : Real Life Church of Wading River, Special Permit Application)



10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-781****ADOPTS AMENDMENTS TO THE BYLAWS OF THE SENIOR CITIZEN ADVISORY COUNCIL**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Giglio

**WHEREAS**, Resolution # 265, adopted on April 15, 2014 reestablished the Senior Citizen Advisory Council and appointed its members; and

**WHEREAS**, according to Resolution # 265, the purpose of the Senior Citizen Advisory Council is to assist this government in identifying the needs of its senior citizen community and to advise the Town Board of the council's recommendations as to the direction the Town can take in coordinating services and programs benefiting our aging population as well as providing them with valuable resources; and

**WHEREAS**, pursuant to Article IV of the Bylaws of the Senior Citizens Advisory Council as previously adopted by the Town Board, the Council Bylaws may be amended by a two-thirds (2/3) majority vote of the members of the Council at any regularly scheduled meeting; and

**WHEREAS**, at the September 12, 2018 regular meeting of the Senior Citizens Advisory Council, at which attendance of members of the Council duly constituted a quorum, the members of the Council unanimously voted to amend the following provisions of the Bylaws, adopted by Town Board Resolution 566a on July 18, 2017:

**NOW, THEREFORE, UPON DUE CONSIDERATION BY THE TOWN BOARD OF THE TOWN OF RIVERHEAD, BE IT RESOLVED**, that Article I, Section B; Article II, Sections D & E; Article III, Sections A & D; Article IV, Section E; and Article V, Section A of the Bylaws of the Senior Citizen Advisory Council shall be amended in accordance with the unanimous vote of the Council at the Council's regular meeting duly held and constituted on September 12, 2018; and

**BE IT FURTHER, RESOLVED**, that a true and correct copy of the amended Bylaws and attached hereto and adopted hereby; and

**BE IT FURTHER, RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

**RESULT:** **ADOPTED [UNANIMOUS]**  
**MOVER:** Tim Hubbard, Councilman  
**SECONDER:** Jodi Giglio, Councilwoman  
**AYES:** Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent  
**ABSENT:** James Wooten

# **FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION**

## **A. Type of Legislation**

Resolution   x   Local Law       .

## **B. Title of Proposed Legislation: ADOPTS AMENDMENTS TO BYLAWS OF SENIOR CITIZEN ADVISORY COUNCIL**

## **C. Purpose of Proposed Legislation: Amend Bylaws of Senior Citizen Advisory Committee**

**D. Will the Proposed Legislation Have a Fiscal Impact?** Yes        No   x  

## **E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:**

(a) the fiscal impact can be absorbed by Town/ department existing resources set forth in approved Town Annual Budget        (example: routine and budgeted procurement of goods/services) \*if selecting E(a), please initial then skip items F, G, and complete H, I, and J;  
or

(b) the description/explanation of fiscal impact is set forth as follows:

## **F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years**

## **G. Proposed Source of Funding**

Appropriation Account to be Charged:

Grant or other Revenue Source:

Appropriation Transfer (list account(s) and amount):

**H. Typed Name & Title of  
Preparer: Erik C. Howard**

**I. Signature of Preparer**  
*Erik C. Howard*

**J. Date**  
October 5, 2018

**K. Accounting Staff Name & Title**

**L. Signature of Accounting Staff**

**M. Date**

H. Typed Name & Title of Preparer: Erik Howard	I. Signature of Preparer  <b>Erik Howard</b> <small>Erik Howard</small>	J. Date 10/05/18    <small>10/16/2018</small>
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <i>William Rothaar</i>  William Rothaar	M. Date 10/09/18



# TOWN OF RIVERHEAD

200 Howell Avenue  
Riverhead, NY 11901  
(631) 727-3200

## - BYLAWS -

of the

### TOWN OF RIVERHEAD SENIOR CITIZEN ADVISORY COUNCIL

*(REVISED September 2018)*

#### ARTICLE I Name and Purpose

##### Section A.

The official name of this committee shall be Town of Riverhead ***Senior Citizen Advisory Council***.

##### Section B.

The purposes and duties of the above-named advisory committee shall be:

1. *Mission Statement*: To assess and address the evolving needs of our dynamic seniors.
2. The Town of Riverhead Senior Citizen Advisory Council *Vision Statement*:
  - Periodically review the needs and interests of seniors age 60 and over, utilizing feedback from the community for future direction;
  - Act as Liaison between the senior community and Riverhead Town Board;
  - Provide up to date resources to our seniors;
3. Perform such other duties as may be assigned by the Supervisor & Town Board of the Town of Riverhead; and
4. Submit an annual report to the Supervisor and Town Board on or before the 30<sup>th</sup> day of May of each year.

##### Section C.

The above-named advisory committee shall exist only during such times as it may be authorized by the Town Board of the Town of Riverhead.



## **ARTICLE II**

### **Membership**

#### **Section A.**

The advisory committee will consist of a minimum of seven (7) members and a maximum of nine (9) members, excluding ex-officio (non-voting) members.

In addition thereto, the Senior Citizen Programs Director, the Town Board Senior Citizen liaison, Superintendent of Parks and Recreation and the Supervisor or his/her designated representative shall be ex-officio members.

#### **Section B.**

Appointments to the advisory committee shall be made by the Supervisor and are appointed upon the basis of three (3) affirmative votes of members of the Town Board.

#### **Section C.**

The committee membership will be drawn as follows:

- A minimum of three (3) Representatives of agencies providing senior citizen programs or services in the Town and to the general public.
- One-half (1/2) of the members shall be residents of the town and fifty-five (55) years of age or over.

#### **Section D.**

Each appointment of an advisory committee member shall be for a term of four (4) years subject to reappointment.

#### **Section E.**

The term of a new committee member shall be deemed to commence on the date of the Council's Annual Meeting in May of each year, with exception of vacancies.

#### **Section F.**

An individual shall automatically lose membership in the committee if s(he) fails to attend three successive meetings without presenting in advance to the chairperson of the committee a valid reason for his/her absence.

#### **Section G.**

Committee members shall serve without compensation from the Town of Riverhead.



***Town Of Riverhead Senior Citizen Advisory Council***  
***BYLAWS***

**ARTICLE III**  
**Officers and Their Duties**

**Section A.**

The officers shall be: a Chairperson, a 1<sup>st</sup> Vice-Chairperson, and a 2<sup>nd</sup> Vice-Chairperson. In the absence of the Chairperson, the first 1<sup>st</sup> Vice-Chairperson shall temporarily and only for so long as the Chairperson is unavailable, assume the powers and duties of the Chairperson and shall preside at Council meetings. In the absence of both the Chairperson and the 1<sup>st</sup> Vice-Chairperson, the 2<sup>nd</sup> Vice-Chairperson shall temporarily and only for so long as the Chairperson and the 1<sup>st</sup> Vice-Chairperson are unavailable, assume the duties and powers of the Chairperson and shall preside at Council meetings.

**Section B.**

Co-Chairpersons shall be allowed to serve indefinitely providing, by a majority vote, they are elected annually by committee members.

His/her duties shall be:

1. to preside at the meetings of the advisory committee;
2. to serve as chairperson of the executive committee; and
3. to appoint special subcommittees, which may include persons other than advisory committee members; and
4. to enforce these by-laws and perform all duties inherent in the position and office.

**Section C.**

One or More of Co-Chairs/Secretary may individually share the following duties

1. keep records of the attendance of members at meetings;
2. keep a record of discussions, recommendations and meeting minutes;
3. maintain a permanent record file of advisory committee activities; and
4. distribute minutes of advisory committee meetings and copies of other committee documents to committee members, the Supervisor, Town Board members and concerned others.

**Section D.**

The executive board of the Senior Citizen Advisory Committee shall consist of the Chairperson, 1<sup>st</sup> Vice-Chairperson, and 2<sup>nd</sup> Vice-Chairperson with the Town Board Liaison and/or legal counsel guiding the agenda as an ex-officio member.

The executive board shall:

1. act on urgent advisory committee matters between meetings;
2. prepare an agenda for each meeting, if requested to do so by the advisory committee; and
3. call special meetings of the advisory committee, as they are needed.



***Town Of Riverhead Senior Citizen Advisory Council***  
***BYLAWS***

**ARTICLE IV**  
**Meetings**

**Section A.**

Regular meetings of the advisory committee will be held bi-monthly during the calendar year. Meetings shall be scheduled for the second Wednesday in January, March, May, July, September, and November.

**Section B.**

A majority of members present shall constitute a "quorum" for transaction of business at regular and annual meetings.

**Section C.**

The May meeting of the advisory committee of each year shall be designated as the Annual Meeting.

**Section D.**

Meeting dates may be changed by consensus.

**Section E.**

The Chairperson, or her/his designee may call special meetings of the advisory council.

**Section F.**

Written notices of meetings shall be mailed or emailed by the secretary to all members at least one week before each meeting.

**Section G.**

All meetings will be open to the public, except that the executive board shall reserve the right to move into executive session where so permitted and to discuss such matters as permitted by the New York State Open Meetings Law.

**ARTICLE V**  
**Subcommittees**

**Section A.**

As the need for standing and special subcommittees arises, such subcommittees may be appointed by the Chairperson or a Vice-Chairperson designated by the Chairperson.

**Section B.**

Subcommittees shall report regularly to the advisory council.

**Section C.**

A subcommittee will automatically be discharged upon accomplishing the task(s) for which it was established.



***Town Of Riverhead Senior Citizen Advisory Council***  
***BYLAWS***

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**ARTICLE VI**  
**Amendments**

The by-laws may be amended or added to by a two-thirds (2/3) majority vote of members at any regular advisory committee meeting which has been duly noticed.

**ARTICLE VII**  
**Rules of Order**

The meetings and activities of this advisory committee shall be conducted with guidance from *Robert's Rules of Order* and except as otherwise provided by these by-laws.

ECH/9.2018

10.16.2018

ADOPTED

## TOWN OF RIVERHEAD

### Resolution 2018-782

#### **AMENDS TERMS OF & ESTABLISHES REAPPOINTMENT DATES FOR MEMBERS OF SENIOR CITIZENS ADVISORY COUNCIL**

Councilwoman Giglio offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, Resolution # 265, adopted on April 15, 2014 reestablished the Senior Citizen Advisory Council and appointed its members; and

**WHEREAS**, according to Resolution # 265, the purpose of the Senior Citizen Advisory Council is to assist this government in identifying the needs of its senior citizen community and to advise the Town Board of the council's recommendations as to the direction the Town can take in coordinating services and programs benefiting our aging population as well as providing them with valuable resources; and

**WHEREAS**, members shall serve on a voluntary basis without salary; and

**WHEREAS**, the members of the Senior Citizen Advisory Council previously approved and the Town Board adopted amended Guidelines for the Senior Citizen Advisory Council by Resolution #726 on September 5, 2018; and

**WHEREAS**, pursuant to the Senior Citizen Advisory Council Guidelines, so-amended on September 5, 2018, members appointed by the Town Board to the Senior Citizen Advisory Council shall serve terms of four (4) years, subject to reappointment and such amended terms of appointment have been incorporated into the By-Laws of the Senior Citizen Advisory Council; and

**WHEREAS**, the members of the Senior Citizen Advisory Council appointed under the prior Guidelines and/or By-Laws served terms without expiration; and

**WHEREAS**, the members of the Senior Citizen Advisory Council and the Town Board are desirous of amending the terms of current members of the Senior Citizen Advisory Council so as to be consistent with the amended Guidelines and By-Laws relative to terms of appointment and further staggering expiration of said terms to encourage and promote continuity while avoiding simultaneous expirations which could impact or undermine the Council's ability to timely conduct its business.

**NOW, THEREFORE, BE IT RESOLVED**, that at the recommendation of the Senior Citizen Advisory Council, the Town Board hereby amends the terms of appointment of the members of the Senior Citizen Advisory Council, as of whom were previously appointed to non-expiring terms, as follows:

1. Reverend Robert Salcedo, appointed by Resolution #568 on July 18, 2017, reappointment/expiration date shall be May 2020;

2. Laura LaSita, appointed by Resolution #725 on September 5, 2018, reappointment/ expiration date shall be May 2022;
3. Shirley Coverdale, appointed by Resolution #570 on July 18, 2017, reappointment/ expiration date shall be May 2022;
4. Harriet Gilliam, appointed by Resolution #571 on July 18, 2017, reappointment/ expiration date shall be May 2021;
5. Anna Law, appointed by Resolution #572 on July 18, 2017, reappointment/ expiration date shall be May 2021;
6. Susan Wilk, appointed by Resolution #574 on July 18, 2017, reappointment/ expiration date shall be May 2020; and
7. Jo Packard, appointed by Resolution #265 on April 15, 2014, reappointment/ expiration date shall be May 2019.

**AND BE IT FURTHER RESOLVED**, that all subsequent appointments to the Senior Citizen Advisory Council shall, as set forth in the Council's Guidelines and By-Laws, be for terms of four (4) years, subject to reappointment; and be it further,

**RESOLVED**, that the Town Clerk shall forward a copy of this resolution to Chairwoman of the Senior Citizen Advisory Council and Town Board liaison to the Senior Citizen Advisory Council; and be it further

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

### **THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation Resolution <u>   x   </u> Local Law <u>      </u> .		
B. Title of Proposed Legislation: Amends Terms of & Establishes Reappointment Dates for Members of Senior Citizens Advisory Council		
C. Purpose of Proposed Legislation: Establish expiration/reappointment dates for current members of council in accordance with amendments to bylaws.		
D. Will the Proposed Legislation Have a Fiscal Impact?      Yes <u>      </u> No <u>  x  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  (a) the fiscal impact can be absorbed by Town/ department existing resources set forth in approved Town Annual Budget <u>      </u> (example: routine and budgeted procurement of goods/services) *if selecting E(a), please initial then skip items F, G, and complete H, I, and J; or (b) the description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. <b>Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Erik C. Howard	I. Signature of Preparer <i>Erik C. Howard</i>	J. Date 10/5/2018
K. Accounting Staff Name & Title	L. Signature of Accounting Staff	M. Date

H. Typed Name & Title of Preparer: Erik Howard	I. Signature of Preparer  <b>Erik Howard</b> <small>Erik Howard</small>	J. Date 10/05/18   <small>10/16/2018</small>
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <i>William Rothaar</i>  William Rothaar	M. Date 10/09/18

10.16.2018

ADOPTED

## TOWN OF RIVERHEAD

## Resolution 2018-783

**APPOINTS A CODE ENFORCEMENT OFFICER (SPANISH SPEAKING)**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Kent

**WHEREAS**, Jorge Garcia has been serving as a provisional appointment in the position of Code Enforcement Officer (Spanish Speaking); and

**WHEREAS**, on August 24, 2018 the Suffolk County Department of Civil Service established a certified List of Eligibles for the position of Code Enforcement Officer (Spanish Speaking), List # 18DC340, and in accordance with Civil Service regulations, said list was duly canvassed, interviews were conducted, and as result, Mr. Garcia is appointable from the County-wide list.


**RESOLVED**, that pursuant to Civil Service regulations, this Town Board hereby removes the provisional status of Jorge Garcia and appoints him to the title of Spanish Speaking Code Enforcement Officer (Spanish Speaking) effective today, October 16, 2018, at no change to his current salary or other level of benefits.

**NOW THEREFORE BE IT RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation Resolution <u>  X  </u> Local Law		
Title of Proposed Legislation: Appoints a Code Enforcement Officer (Spanish Speaking) Appoints a Code Enforcement Officer (Spanish Speaking)		
B.		
C. Purpose of Proposed Legislation: To appoint a provisional employee from a civil service list		
D. Will the Proposed Legislation Have a Fiscal Impact? Yes _____ No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example:routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;  or (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. <b>Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Meg Ferris	I. Signature of Preparer   Meg Ferris 10/16/2018	J. Date 10/10/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff   William Rothaar	M. Date 10/10/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-784****APPOINTS MEMBER TO AUDIT COMMITTEE**

Councilwoman Kent offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, Resolution #810 adopted by the Town Board on November 1, 2011 established an Audit Committee (sometimes referred to as “Town of Riverhead Independent Audit Committee”) to independently oversee and ensure the adequacy of internal controls; confirm the reliability of accounting and reporting systems and the adequacy of information contained therein; assure compliance with established policies and procedures; appraise program performance in the conduct of financial, compliance and performance audits; and report material findings with recommended corrective action; and

**WHEREAS**, pursuant to Resolution #810, the Audit Committee was to consist of a minimum of three members with at least one member being a Town Board member and the other two members would be trusted community members with a financial or audit background; and

**WHEREAS**, the Town Board, by Resolution #162 adopted on February 22, 2012, amended Resolution #810 to delete the requirement that at least one of the three members be a Town Board member; and

**WHEREAS**, the Town Board, by Resolution #295 adopted on May 3, 2016, defacto accepted the resignations of two members and re-appointed Jack Orben and appointed Martin Burrows, Joel Hockett and Kenneth Abruzzo, plus appointed Virginia Lewin to sit as an advisory only member (\*note, Ms. Lewin no longer participates on the committee); and

**WHEREAS**, Erling Anderson has expressed a desire to volunteer his time and expertise and participate as a member of the Audit Committee.

**NOW THEREFORE BE IT RESOLVED**, that the Town Board does hereby appoint Erling Anderson to the Town Audit Committee; and be it further



**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**



**RESULT:** **ADOPTED [3 TO 0]**  
**MOVER:** Catherine Kent, Councilwoman  
**SECONDER:** Tim Hubbard, Councilman  
**AYES:** Laura Jens-Smith, Tim Hubbard, Catherine Kent  
**ABSTAIN:** Jodi Giglio  
**ABSENT:** James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Appoints Member To The Town Audit Committee		
C. Purpose of Proposed Legislation: To appoint Town Audit Committee member		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>      </u> No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Joanne Fagan	I. Signature of Preparer  <div style="text-align: center;">   <u>Joanne Fagan</u>                      10/16/2018         </div>	J. Date 10/12/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center;">           William Rothaar       </div>	M. Date 10/15/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-785****APPOINTS MEMBER TO SENIOR CITIZEN ADVISORY COUNCIL**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Giglio

**WHEREAS**, Resolution # 265 adopted on April 15, 2014 reestablished the Senior Citizen Advisory Council and appointed its members; and

**WHEREAS**, according to Resolution # 265, the purpose of the Senior Citizen Advisory Council is to assist this government in identifying the needs of its senior citizen community and to advise the Town Board of the council's recommendations as to the direction the Town can take in coordinating services and programs benefiting our aging population as well as providing them with valuable resources; and

**WHEREAS**, members shall serve on a voluntary basis without salary; and

**WHEREAS**, pursuant to Article II, Section C of the Senior Citizen Advisory Council By-Laws, the composition of the Council requires that one half (1/2) of the membership be residents of the Town of Riverhead and age fifty-five (55) or older; and

**WHEREAS**, a vacancy exists in the Council's membership; and

**WHEREAS**, Richard Morgan, a clinical associate professor for the Stony Brook University School of Social Work has expressed interest in serving on the Senior Citizen Advisory Council; and

**WHEREAS**, Richard Morgan resides at 19 Ivy Circle, Wading River, New York 11792, within the Town of Riverhead and has represented that he is over the age of fifty-five (55);

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby appoints Richard Morgan to the Senior Citizen Advisory Council to serve a term of four (4) years, subject to reappointment, and be it further

**RESOLVED**, that the Town Clerk shall forward a copy of this resolution to Richard Morgan, receiving mail at P.O. Box 743, Wading River, New York 11792, to the Chairwoman of the Senior Citizen Advisory Council, Jo Packard and to the Town Board liaison to the Senior Citizen Advisory Council, Timothy Hubbard; and be it further

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

**RESULT:** **ADOPTED [UNANIMOUS]**  
**MOVER:** Tim Hubbard, Councilman  
**SECONDER:** Jodi Giglio, Councilwoman  
**AYES:** Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent  
**ABSENT:** James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation Resolution <u>  x  </u> Local Law <u>      </u> .		
B. Title of Proposed Legislation: APPOINTS MEMBER TO SENIOR CITIZEN ADVISORY COUNCIL		
C. Purpose of Proposed Legislation: Appoint new member to vacancy on Senior Citizen Advisory Committee		
D. Will the Proposed Legislation Have a Fiscal Impact?      Yes <u>      </u> No <u>  x  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  (a) the fiscal impact can be absorbed by Town/ department existing resources set forth in approved Town Annual Budget <u>      </u> (example: routine and budgeted procurement of goods/services) *if selecting E(a), please initial then skip items F, G, and complete H, I, and J; <div style="text-align: center;">or</div> (b) the description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. <b>Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Erik C. Howard	I. Signature of Preparer <i>Erik C. Howard</i>	J. Date 10/5/2018
K. Accounting Staff Name & Title	L. Signature of Accounting Staff	M. Date
H. Typed Name & Title of Preparer: Erik Howard	I. Signature of Preparer	J. Date 10/05/18

	<b>Erik Howard</b> <small>Erik Howard</small>	10/16/2018
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <i>William Rothaar</i>  William Rothaar	M. Date 10/09/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-786****APPROVES SETTLEMENT FOR DAMAGES TO UTILITY POLE**

Councilwoman Giglio offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, a town employee during operation of a town vehicle during the course work struck and damaged a utility pole at 1028 Pulaski Street and Raynor Avenue; and

**WHEREAS**, the Long Island Lighting Company d/b/a LIPA by its manager and agent PSEG Long Island LLC filed a claim for those damages in the amount of \$11,296.85; and

**WHEREAS**, the Third Party Administrator (TPA) under agreement with the Town of Riverhead has investigated and recommended that the claim be paid; and

**WHEREAS**, the Town Attorney has reviewed the recommendation and agrees with same.

**NOW THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Riverhead be and hereby approves settlement of the claim by Long Island Lighting Company d/b/a LIPA by its manager and agent PSEG Long Island LLC in the sum of \$11,296.86; and be it further

**RESOLVED**, that PMA be and is hereby authorized to pay PMA Claim No. L002217375 made by Long Island Lighting Company d/b/a LIPA by its manager and agent PSEG Long Island LLC in the sum of \$11,296.86; and be it further

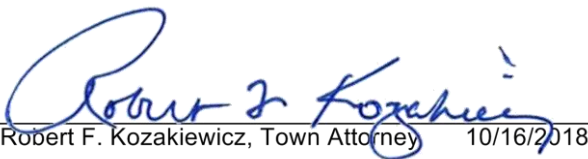

**RESOLVED**, that the Town Clerk is authorized to forward a copy of this resolution to the Office of the Town Attorney; and be it further

**RESOLVED**, and that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, and if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Approves Settlement for Damages to Utility Pole		
C. Purpose of Proposed Legislation: Authorizes Settlement of PSEG Long Island LLC Claim		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>  X  </u> No		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget <u>RFK</u> (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount): MS2-1-1930-487-000-00000 Self Insurance Risk Retention Claim Payments		
H. Typed Name & Title of Preparer: Robert Kozakiewicz	I. Signature of Preparer   Robert F. Kozakiewicz, Town Attorney    10/16/2018	J. Date 10/10/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff   William Rothaar	M. Date 10/10/18



10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-787****APPROVES SETTLEMENT OF CLAIM (PHILADELPHIA INSURANCE A/S/O FAMILY SERVICE LEAGUE)**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Kent

**WHEREAS**, a claim was filed by Philadelphia Insurance Company a/s/o Family Services League, Inc. on March 8, 2018 to recover damages to their insured that occurred on February 1, 2018; and

**WHEREAS**, the Third Party Administrator (TPA) under agreement with the Town of Riverhead has investigated and recommended that the claim be paid; and

**WHEREAS**, the Town Attorney has reviewed the recommendation and agrees with same.

**NOW THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Riverhead be and hereby approves settlement of the claim made by Philadelphia Insurance Company a/s/o Family Services League, Inc. for the sum of \$11,124.58; and be it further

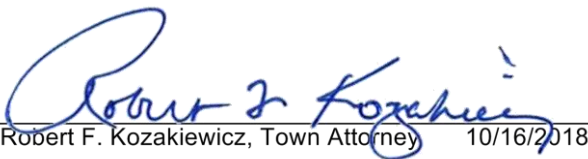

**RESOLVED**, and that the Town Clerk forward a copy of this resolution to the office of the Town Attorney; and be it further

**RESOLVED**, and that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, and if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Approves Settlement of Claim (Philadelphia Insurance a/s/o Family Service League)		
C. Purpose of Proposed Legislation: Authorizes Payment of Claim		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>  X  </u> No		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget <u>RFK</u> (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;		
or		
(b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount): MS2-1-1930-487-000-00000 Risk Retention Self Insurance Claim Payment		
H. Typed Name & Title of Preparer: Robert Kozakiewicz	I. Signature of Preparer   Robert F. Kozakiewicz, Town Attorney    10/16/2018	J. Date 10/10/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff   William Rothaar	M. Date 10/10/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-788****AUTHORIZES PUBLICATION OF HELP WANTED ADVERTISEMENT FOR A  
BUILDING PERMITS EXAMINER**

Councilwoman Kent offered the following resolution,  
which was seconded by Councilman Hubbard

**RESOLVED**, this Town Board hereby authorizes the Town Clerk to publish the attached Help Wanted Advertisement for a Building Permits Examiner in the October 18, 2018 issue of the News Review.

**NOW THEREFORE BE IT RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation      Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Authorizes Publication of Help Wanted Advertisement for a Building Permits Examiner Ratifies Authorization For Publication of Help Wanted Advertisement for a Building Permits Examiner		
C. Purpose of Proposed Legislation: to advertise for a vacant position		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>      </u> No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Meg Ferris	I. Signature of Preparer  <div style="text-align: center; font-size: 2em; font-weight: bold;">Meg Ferris</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Meg Ferris</span> <span>10/16/2018</span> </div>	J. Date 10/10/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center; font-family: cursive;">William Rothaar</div> William Rothaar	M. Date 10/10/18

**Ad to be placed in the News Review:**

The Town of Riverhead is seeking a Building Permits Examiner. Annual salary is \$42,636.57.

- a) Minimum Qualifications: Applicant must demonstrate one of the following: a) Graduation from a New York State or regionally accredited college or university with an Associate's Degree in Construction Technology, Engineering Technology or a related field; or, b) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree; or, c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in the review and/or processing of building permit applications for an issuing agency, or coordination of the application process for a general building construction contractor; or d) An equivalent combination of education and experience as defined by the limits of a), b) and c).

For more information please visit the Employment Opportunity section of the Town's website at [www.townofriverheadny.gov](http://www.townofriverheadny.gov)

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-789****AUTHORIZES THE SUPERVISOR TO EXECUTE A STIPULATION OF AGREEMENT  
WITH THE RIVERHEAD TOWN POLICE BENEVOLENT ASSOCIATION**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Giglio

**NOW THEREFORE BE IT RESOLVED**, that the Town Board ratifies and approves the memorandum of agreement between the Riverhead Town Police Benevolent Association ("PBA") and the Town of Riverhead for the contract period January 1, 2016 through December 31, 2020 and authorizes the Town Supervisor to execute same, and be it further

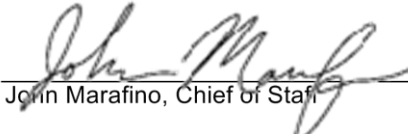

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Financial Administrator, the Personnel Director, the PBA President, the Chief of Police and the Town Attorney; and be it further

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation Resolution _____ Local Law		
B. Title of Proposed Legislation: Authorizes the Supervisor to Execute A Stipulation of Agreement with the Riverhead Town Police Benevolent Association		
C. Purpose of Proposed Legislation:		
D. Will the Proposed Legislation Have a Fiscal Impact? Yes <u>x</u> No		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget <u>WJR</u> (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;  or (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. <b>Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: John Marafino	I. Signature of Preparer   John Marafino, Chief of Staff	J. Date 10/12/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff   William Rothaar	M. Date 10/15/18

10.16.2018

ADOPTED

## TOWN OF RIVERHEAD

## Resolution 2018-790

**AUTHORIZES TOWN CLERK TO PUBLISH ADVERTISEMENT FOR CHEMICALS  
UTILIZED BY THE TOWN OF RIVERHEAD SEWER DISTRICT**

Councilwoman Giglio offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, the Town of Riverhead wishes to publish and post a notice to bidders for the purchase of **CHEMICALS UTILIZED BY THE TOWN OF RIVERHEAD SEWER DISTRICT**.

**NOW THEREFORE BE IT RESOLVED**, the Town Board be and does hereby authorize the Town Clerk to publish and post the following public notice in the **OCTOBER 25, 2018** issue of the News Review; and

**BE IT FURTHER RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.



**TOWN OF RIVERHEAD  
NOTICE TO BIDDERS**

9.10

Sealed bids for the purchase of **CHEMICALS** for use in the Town of Riverhead Sewer District, Riverhead, New York will be received at the Office of the Town Clerk, Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York until **11:00 am on NOVEMBER 13, 2018** at which time they will be publicly opened and read aloud.

Specifications and guidelines for submission are available on the Town of Riverhead website at [www.townofriverheadny.gov](http://www.townofriverheadny.gov) on **OCTOBER 25, 2018**. Click on "Bid Requests" and follow the instructions to register.

All bids must be submitted on the bid form provided. Any and all exceptions to the specifications must be listed on a separate sheet of paper, bearing the designation **'EXCEPTIONS TO THE SPECIFICATIONS'** and attached to the bid form.

All bids must be submitted to the Office of the Town Clerk at the address stated above in a sealed envelope clearly marked **CHEMICALS FOR TOWN OF RIVERHEAD SEWER DISTRICT.**

Please take notice that the Town Board reserves the right to reject in whole or in part any or all bids, waive any informality in the bids, and accept the bid which is deemed most favorable in the interest of the Town of Riverhead. The Town Board will use its discretion to make judgmental determination as to its best estimate of the lowest bidder. Note: Bid responses must be delivered to the Office of the Town Clerk at the address above. The Town may decline to accept, deem untimely, and/or reject any bid response/proposal that is not delivered to the Office of the Town Clerk.



BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD

DIANE M. WILHELM, Town Clerk

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation      Resolution <input checked="" type="checkbox"/> Local Law		
B. Title of Proposed Legislation: Authorizes Town Clerk to Publish Advertisement for Chemicals Utilized by the Town of Riverhead Sewer District		
C. Purpose of Proposed Legislation: Chemical Bid for Sewer District		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes _____ No <input checked="" type="checkbox"/>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;         </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;">           (b) The description/explanation of fiscal impact is set forth as follows:         </div> </div>		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Mary Tague	I. Signature of Preparer  <div style="text-align: center;">   <u>Mary Ann Tague</u> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Mary Ann Tague</span> <span>10/16/2018</span> </div>	J. Date 10/10/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center;">   <u>William Rothaar</u> </div> <div style="text-align: center;">William Rothaar</div>	M. Date 10/12/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-791**

**AUTHORIZES TOWN CLERK TO PUBLISH AND POST A NOTICE OF PUBLIC HEARING TO CONSIDER A LOCAL LAW FOR AN AMENDMENT TO CHAPTER 289 ENTITLED "VEHICLES, TRAFFIC AND PARKING REGULATIONS" OF THE RIVERHEAD TOWN CODE (289-2. STOP AND YIELD INTERSECTIONS; RAILROAD CROSSINGS; PARKING FIELDS. - DAM ROAD AND FORGE ROAD)**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Kent

**RESOLVED**, that the Town Clerk is hereby authorized to publish and post the attached public notice to consider a proposed local law for the amendment of Chapter 289 entitled, "Vehicles, Traffic and Parking Regulations" of the Riverhead Town Code, once in the October 25, 2018 issue of the News-Review Newspaper, the newspaper hereby designated as the official newspaper for this purpose, and to post same on the signboard in Town Hall; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.

**TOWN OF RIVERHEAD  
PUBLIC NOTICE**

**PLEASE TAKE NOTICE**, that a public hearing will be held on the 7th day of November, 2018 at 2:05 p.m. at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York, to consider a proposed local law to amend Chapter 289 of the Riverhead Town Code entitled, "Vehicles, Traffic and Parking Regulations" as follows:

Chapter 289  
Vehicles, Traffic and Parking Regulations  
Part 1  
ARTICLE II  
**Traffic Regulations**

**§ 289-2. Stop and yield intersections; railroad crossings; parking fields.**

- A. Stop intersections. The following intersections are designated as stop intersections, and stop signs shall be erected at such intersections as follows:

<b>Intersection</b>	<b>Stop Sign on</b>	<b>Entrance From</b>
<u>Dam Road</u>	<u>Forge Road</u>	<u>East</u>
<u>Dam Road</u>	<u>Forge Road</u>	<u>West</u>

- Underline represents addition(s)

Dated: Riverhead, New York  
October 16, 2018



**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD**

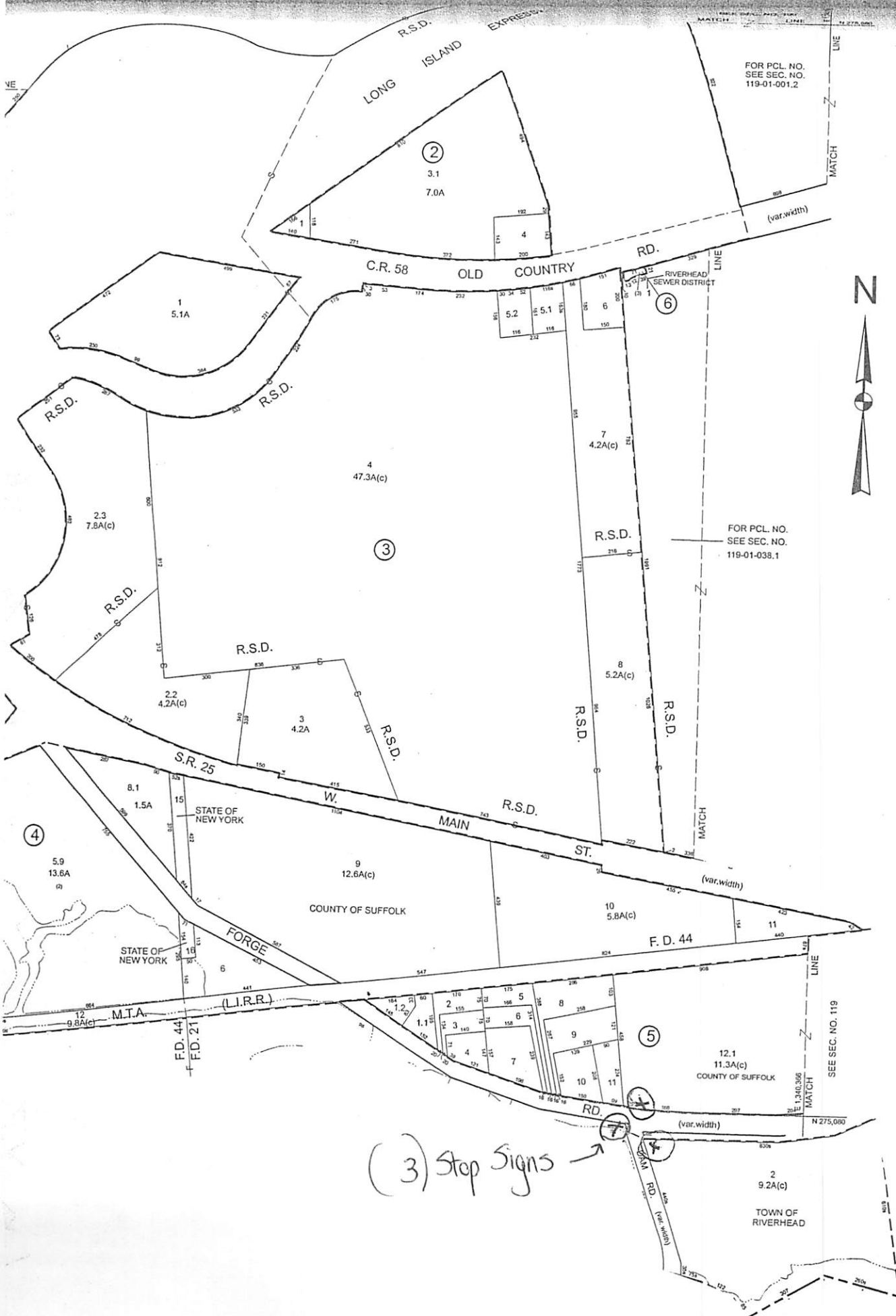
**DIANE M. WILHELM**, Town Clerk

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution _____ Local Law <u>  X  </u>		
B. Title of Proposed Legislation: Authorizes Town Clerk to Publish and Post a Notice of Public Hearing to Consider a Local Law for an Amendment to Chapter 289 Entitled "Vehicles, Traffic and Parking Regulations" of the Riverhead Town Code (289-2. Stop and Yield Intersections; Railroad Crossings; Parking Fields. - Dam Road and Forge Road)		
C. Purpose of Proposed Legislation: Add a stop sign		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes _____ No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F, G and complete H, I and J;         </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;">           (b) The description/explanation of fiscal impact is set forth as follows:         </div> </div>		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
<b>H. Typed Name &amp; Title of Preparer:</b> Laura Calamita	<b>I. Signature of Preparer</b>  <div style="text-align: center;">   <u>Laura Calamita</u> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Laura Calamita</span> <span>10/16/2018</span> </div>	<b>J. Date</b> 10/01/18
<b>K. Accounting Staff Name &amp; Title</b> William Rothaar, Accounting Department	<b>L. Signature of Accounting Staff</b>  <div style="text-align: center;">             William Rothaar         </div>	<b>M. Date</b> 10/01/18



10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-792****AUTHORIZES TOWN CLERK TO PUBLISH AND POST NOTICE OF PUBLIC  
HEARING TO CONSIDER THE ADOPTION OF THE 2019 PRELIMINARY ANNUAL  
BUDGET FOR THE TOWN OF RIVERHEAD**

Councilwoman Kent offered the following resolution,  
which was seconded by Councilman Hubbard


**NOW THEREFORE BE IT RESOLVED**, that the Town Clerk be, and is hereby directed to publish the attached Public Notice in the October 25, 2018 issue of the News Review.

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

# FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <input checked="" type="checkbox"/> Local Law		
B. Title of Proposed Legislation: Authorizes Town Clerk to Publish and Post Notice of Public Hearing to Consider the Adoption of the 2019 Preliminary Annual Budget for the Town of Riverhead		
C. Purpose of Proposed Legislation: Setting a public hearing for the 2019 Preliminary Budget		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes _____ No <input checked="" type="checkbox"/>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable: (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget _____ (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; or (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. Proposed Source of Funding Appropriation Account to be Charged: Grant or other Revenue Source: Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: John Marafino	I. Signature of Preparer   John Marafino, Chief of Staff	J. Date 10/01/18   10/16/2018
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff   William Rothaar	M. Date 10/01/18



## NOTICE OF PUBLIC HEARING

**PLEASE TAKE NOTICE**, that a Public Hearing will be held on the 7th day of November, 2018 at 2:10 p.m. at the Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York, to hear all interested persons to consider the adoption of the 2019 Annual Budget for the Town of Riverhead, which shall include the following specific items:

### ELECTED OFFICIALS' SALARIES

<u>Position</u>	<u>Proposed Salary</u>
Town Supervisor	\$115,148
Town Board Councilpersons (4)	\$ 48,955
Town Clerk	\$ 83,846
Highway Superintendent	\$ 94,803

**PLEASE TAKE FURTHER NOTICE**, that a copy of the Preliminary Budget is available on the Town's website at [www.townofriverheadny.gov](http://www.townofriverheadny.gov) and in the Office of the Town Clerk for inspection during normal business hours, Monday through Friday, 8:30 a.m. – 4:30 p.m.

Dated: Riverhead, NY  
October 16, 2018

DIANE M. WILHELM, Town Clerk

Attachment: Ph preliminary budget NOTICE (2018-792 : PH Preliminary Budget)

10.16.2018

ADOPTED

## TOWN OF RIVERHEAD

## Resolution 2018-793

**AUTHORIZES TOWN CLERK TO PUBLISH AND POST PUBLIC NOTICE TO  
CONSIDER A LOCAL LAW TO AMEND CHAPTER 273, ENTITLED "SOLID  
WASTE", SECTION 12 THEREOF ENTITLED, "ENFORCEMENT; PENALTIES FOR  
OFFENSES" OF THE TOWN CODE**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Giglio

**WHEREAS**, the Code Revision Committee of the Town of Riverhead is charged with reviewing the Code of the Town of Riverhead, researching and contemplating potential revisions, modifications and additions to such Code and making recommendations to the Town Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Clerk is hereby authorized to publish the attached public notice to consider a local law to amend Chapter 273 entitled, "Solid Waste", Section 12 thereof entitled, "Enforcement; penalties for offenses" of the Riverhead Town Code once in the October 25, 2018 issue of the News-Review Newspaper, the newspaper hereby designated as the official newspaper for this purpose, and also to cause a copy of the proposed amendment to be posted on the sign board of the Town; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation  Resolution _____ Local Law _____ <u>x</u>		
B. Title of Proposed Legislation: Authorizes Town Clerk to Publish and Post Public Notice to Consider a Local Law to Amend Chapter 273, Entitled "Solid Waste", Section 12 thereof Entitled, "Enforcement; Penalties for Offenses" of the Town Code		
C. Purpose of Proposed Legislation: Amend existing code setting forth penalties for offenses		
D. Will the Proposed Legislation Have a Fiscal Impact?      Yes _____ No <u>x</u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  (a) the fiscal impact can be absorbed by Town/ department existing resources set forth in approved Town Annual Budget _____ (example: routine and budgeted procurement of goods/services) *if selecting E(a), please initial then skip items F, G, and complete H, I, and J; or (b) the description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. <b>Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Erik C. Howard	I. Signature of Preparer <i>Erik C. Howard</i>	J. Date 10/10/2018
K. Accounting Staff Name & Title	L. Signature of Accounting Staff	M. Date
H. Typed Name & Title of Preparer: Erik Howard	I. Signature of Preparer	J. Date 10/10/18

	<b>Erik Howard</b> <small>Erik Howard</small>	<small>10/16/2018</small>
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff <i>William Rothaar</i> William Rothaar	M. Date 10/10/18

## TOWN OF RIVERHEAD NOTICE OF PUBLIC HEARING

**PLEASE TAKE NOTICE** that a public hearing will be held on the 7<sup>th</sup> day of November, 2018 at 2:00 o'clock p.m., at Town Hall, 200 Howell Avenue, Riverhead, New York to hear all interested persons to consider a local law to amend Chapter 273 entitled, "Solid Waste", Section 12 thereof entitled, "Enforcement; penalties for offenses" of the Town Code as follows:

## Chapter 273

## Solid Waste

## § 273-12 Penalties for offenses.

- (1) Penalties for waste collectors. During any 12 consecutive months, the failure of any person engaged in the business of collecting MSW and/or recyclable materials or rendering solid waste and/or recycling services who is not authorized by the Town or who collects, picks up, removes or causes to be collected, picked up or removed MSW or recyclable materials in a manner not in compliance with this chapter shall be guilty of a violation punishable by a fine of not less than \$500 and not exceeding the sum of \$1,000 or by imprisonment for a term not exceeding 15 days, or both. Each day such violation occurs or continues shall constitute a separate offense.
- (2) Penalties for waste generators and/or individuals, persons and/or entities generating and dumping or abandoning solid waste on public or private lands. Failure of a waste generator and/or individual, person and/or entity to comply with the provisions in this chapter designated as violations shall be punishable as follows:
  - ~~(a)~~ — ~~For the first conviction: by a written warning clearly stating the nature of the violation and a schedule of fines for future convictions.~~
  - ~~(b)~~ (a) For the ~~second~~ first conviction within one year: by a fine of not less than \$100 nor more than \$250.
  - ~~(c)~~ (b) For the ~~third~~ second conviction within one year: by a fine of not less than \$250 nor more than \$500.
  - ~~(d)~~ (c) For a ~~fourth~~ third and each subsequent conviction within one year: by a fine of not less than \$500 nor more than \$1,000.
- (3) In addition, any such conviction imposing a fine shall also be punishable by a term of imprisonment of not more than 15 days, or by both such fine and imprisonment.
- (4) Any penalties or damages recovered or imposed under this chapter are in addition to any other remedies available at law or equity.

(5) ~~No penalties, fines, civil sanctions or other enforcement actions will be commenced prior to January 1, 2012, in order to permit persons regulated hereunder to come into compliance with this chapter. (Clean-up/Moot)~~

- Underscore indicates additions
- Overstrike indicates deletions

Dated: Riverhead, New York  
October 16, 2018

BY THE ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD

DIANE M. WILHELM, TOWN CLERK

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-794****AWARDS BID - INSTALLATION OF WATER MAIN AND APPURTENANCES -  
WELLBRIDGE CARE CENTER - RIVERHEAD WATER DISTRICT**

Councilwoman Giglio offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, this Town Board did authorize the advertisement for bids for Installation of Water Mains and Appurtenances for the Wellbridge Care Center of the Riverhead Water District, and

**WHEREAS**, all bids received were opened and read aloud on the date and time advertised in the notice, and

**WHEREAS**, H2M Architects and Engineers, consulting engineers to the Riverhead Water District, by attached letter dated October 2, 2018 did recommend that the bid be awarded to Alessio Pipe and Construction Co., Inc. of Huntington Station, New York at the total base price of \$996,500.00.

**NOW THEREFORE BE IT RESOLVED**, that the bid for Installation of Water Mains and Appurtenances for Wellbridge Care Center of the Riverhead Water District, be and is hereby awarded to:

Alessio Pipe and Construction Co., Inc.  
Huntington Station, New York  
in the bid amount of \$996,500.00

to be paid from developer's funds at no cost to the Town or the Riverhead Water District, and be it further

**RESOLVED**, that Alessio Pipe and Construction Co., Inc. shall post a bond in the amount of the total bid of \$996,500.00, and be it further

**RESOLVED**, that the Town Clerk forward a certified copy of this resolution to the above named contractor, and be it further

**RESOLVED**, that the Town Clerk is hereby authorized to return to all unsuccessful bidders their respective bid security, and be it further

**RESOLVED**, that pursuant to this bid award, the Town Supervisor be and is hereby authorized to execute a contract with Alessio Pipe and Construction Co., Inc., and be it further

**RESOLVED**, that upon completion of fully executed contracts and the filing of said contract with the Town Clerk, the Town Clerk is hereby authorized to release to the



**BE IT FURTHER**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten



## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Awards Bid Installation of Water Mains and Appurtenances – Wellbridge Care Center – Riverhead Water District		
C. Purpose of Proposed Legislation: Award bid for water main installation		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>  x  </u> No		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged: EW3-8-8320-250-000-30135    Water Main Service/Installation  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Robin Halpin	I. Signature of Preparer  <div style="text-align: center;">   <u>Robin Halpin</u>    10/16/2018         </div>	J. Date 10/03/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center;">           William Rothaar       </div>	M. Date 10/09/18



538 Broad Hollow Road, 4<sup>th</sup> Floor East  
Melville, NY 11747 | tel 631.756.8000

October 2, 2018

Town Board  
Town of Riverhead  
200 Howell Avenue  
Riverhead, New York 11901

Re: Riverhead Water District  
Installation of Water Mains & Appurtenances  
Wellbridge Care Center  
H2M Project No.: RDWD 1554

Dear Board Members:

On Thursday, September 27, 2018, bids were received by the Town Board of Riverhead for the above referenced project. A total of four (4) bids were submitted with the low bid being submitted by Alessio Pipe and Construction Co., Inc. of Huntington Station, New York with a total base bid amount of \$996,500.00. A copy of the bid tabulation sheet is enclosed for your records.

We have investigated the qualifications submitted by the low bidder and have found him to be a qualified and responsible contractor. Alessio Pipe and Construction Co., Inc. has successfully completed similar projects for various water utilities across Long Island over the past few years. It is our opinion that Alessio Pipe and Construction Co., Inc. is qualified and his bid prices are fair and reasonable. Therefore, we recommend that the contract be awarded to Alessio Pipe and Construction Co., Inc. for the total base bid amount of \$996,500.00.

It should be noted that the cost of this project is to be fully funded by the owner of the property with no costs to the Town or Water District. The Owner has previously deposited a portion of the project cost. We have directed the Owner to deposit the remaining funds required (\$919,080.00) to proceed with construction. This contract award to Alessio Pipe and Construction Co., Inc. is contingent upon the full deposit of funds by the owner.

Should you have any questions regarding this recommendation, please contact our office.

Very truly yours,

**H2M architects + engineers**

John R. Collins, P.E.  
Department Manager – Water Resources

Enclosure

JRC: mbg

cc: Supervisor Laura Jens-Smith  
Karen Levasseur, Town Board Coordinator  
Supt. Mark Conklin  
Richard Ehlers, Esq.

X:\RDWD (Riverhead Water District) - 10810\RDWD1554 - Calverton Care\03 - Bidding\18.10.01 Award Rec Letter.docx

Attachment: Wellbridge bid award (2018-794 : Wellbridge Care Center Water Main Installation)

CLIENT NAME: Riverhead Water District

PROJECT TITLE: Installation of Water Mains &amp; Appurtenances - Wellbridge Care Center

PROJECT NO.: RDWD 1554

BID DATE: September 27, 2018 - 2:00 p.m.

5% BB or CC

ITEM NO.	DESCRIPTION	QTY.	UNITS	BIDDER			BIDDER			BIDDER		
				UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE	
1A	Furnish & Install 47/8" Cement-Lined Ductile Iron Water Main.	600	LF	\$40.00	24,000.00		\$50.00	30,000.00		\$50.00	30,000.00	
1D	Furnish & Install 12" Cement-Lined Ductile Iron Water Main.	7,500	LF	70.00	525,000.00		67.00	502,500.00		55.00	412,500.00	
2	Furnish & Install Mechanical Joint C.L.D.I. Castings.	12,000	LBS	1.00	12,000.00		1.00	12,000.00		1.00	12,000.00	
3A	Furnish & Install 47/8" Mechanical Joint Gate Valve & Box & Retainer Glands.	17	UNITS	2,500.00	42,500.00		2,000.00	34,000.00		1,500.00	25,500.00	
3D	Furnish & Install 12" Mechanical Joint Gate Valve & Box & Retainer Glands.	23	UNITS	4,000.00	92,000.00		3,800.00	87,400.00		5,500.00	126,500.00	
4A	Furnish & Install Hydrant Assemblies with Bollards	11	UNITS	8,000.00	88,000.00		10,000.00	110,000.00		12,800.00	140,800.00	
5	Chlorination, Flushing & Testing of Water Mains.	8,100	LF	1.00	8,100.00		1.00	8,100.00		1.00	8,100.00	
8D	Cut-In to Existing 12" Water Main.	2	UNITS	20,000.00	40,000.00		20,000.00	40,000.00		25,000.00	50,000.00	
9	Trench Compaction.	8,100	LF	1.00	8,100.00		1.00	8,100.00		1.00	8,100.00	
10A	Repaving Town of Riverhead Roadways	200	SY	20.00	4,000.00		20.00	4,000.00		20.00	4,000.00	
13	Furnish & Jack 24" Dia. Steel Casing Pipe Beneath R.R.	1	LS	40,000.00	40,000.00		93,000.00	93,000.00		130,000.00	130,000.00	
13R	Cash Allowance for R.R. Crossing Fees	1	LS	30,000.00	30,000.00		30,000.00	30,000.00		30,000.00	30,000.00	
14	Furnish & Place 2" Clean Topsoil & Restore Disturbed Areas with Seed	1,000	LF	1.00	1,000.00		1.00	1,000.00		1.00	1,000.00	
18	New Precast Meter Vault - All Work and Materials	1	LS	25,000.00	25,000.00		22,000.00	22,000.00		65,000.00	65,000.00	
28A	Moving Fee (Re-Mobilization).	1	LS	2,500.00	2,500.00		2,500.00	2,500.00		2,500.00	2,500.00	
29	Furnish & Install 2" Hot-Mix Asphalt including maintenance & removal.	300	LF	1.00	300.00		1.00	300.00		1.00	300.00	
30A	Furnish & Install New 1" Water Services	1	UNITS	6,000.00	6,000.00		3,300.00	3,300.00		4,000.00	4,000.00	
30C	Furnish & Install New 2" Water Services	4	UNITS	12,000.00	48,000.00		10,300.00	41,200.00		7,000.00	28,000.00	
TOTAL BID (SUM OF ALL ITEMS)					\$996,500.00			\$1,029,400.00			\$1,078,300.00	
												\$1,088,395.00

Attachment: Wellbridge bid award (2018-794 : Wellbridge Care Center Water Main Installation)

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-795****DASNY SAM GRANT SEQRA RESOLUTION FOR DAY HAVEN**

Councilwoman Kent offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, the Town of Riverhead wishes to make interior alterations and improvements to Town of Riverhead property Located at the former day care facility in Stotzky Park; and

**WHEREAS**, NYS Senator Kenneth P. LaValle was integral to the approval of a State and Municipal Facilities Program Grant in the amount of \$50,000 for Day Haven the Adult Day Care Facility located at Stotzky Park; and

**WHEREAS**, the Riverhead Planning Department has reviewed the project documentation provided by the Community Development Department and has recommended the directly undertaken action to be considered a Type II Action pursuant to 6NYCRR Part 617.5(c)(1) as maintenance and repair; and

**WHEREAS**, pursuant to 617.3(b), 617.5(a)(1)(i) agency SEQRA responsibilities end with this designation with no significance determination being necessary.

**NOW THEREFORE, BE IT RESOLVED**, that Riverhead Town Board declares itself to be the lead agency to make interior alterations and improvements to an existing structure for repurposing the former day care facility to the new adult day care facility Day Haven, which it declares to be an Type II Action for the purposes of compliance with SEQRA; and



**NOW THEREFORE BE IT RESOLVED**, that the Town Clerk forward copies of this resolution to the Community Development Agency, the Town Planning Department, the Town Attorney, and NYS Senator Kenneth P. LaValle, 28 North Country Road, Suite 203, Mt. Sinai, NY 11766; and.

**NOW THEREFORE BE IT RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution _____ Local Law		
B. Title of Proposed Legislation: DASNY Sam Grant SEQRA Resolution for Day Haven		
C. Purpose of Proposed Legislation: To make necessary upgrades and improvements to the site for its intended purpose as an adult day care facility.		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes _____ No <u>x</u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;         </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;">           (b) The description/explanation of fiscal impact is set forth as follows:         </div> </div>		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Frank Messina	I. Signature of Preparer  <div style="text-align: center;">   <u>Frank Messina</u>      10/16/2018         </div>	J. Date 9/25/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center;">           William Rothaar       </div>	M. Date 9/27/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-796****ORDER APPROVING EXTENSION 91 - PULASKI STREET OF THE RIVERHEAD  
WATER DISTRICT**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Giglio

**WHEREAS**, a map and plan detailing the proposed Extension 91 - Pulaski Street - has been prepared by H2M, consulting engineers to the Riverhead Water District, recommending the approval of the proposed extension, and

**WHEREAS**, said map and plan are available for review and inspection at the Office of the Riverhead Town Clerk, 200 Howell Avenue, Riverhead, New York, during normal business hours; and

**WHEREAS**, the boundary of said extension is set forth fully in the attached Exhibit B; and

**WHEREAS**, there are no Water District or Town related costs associated with proposed Extension No. 91. The Water District recently installed water main along Pulaski Street across the frontage of the subject properties and only separate dedicated service lines, at the sole expense of the property owner, will be required to service the subject properties, and

**WHEREAS**, the Town Board held a public hearing on the 5<sup>th</sup> day of September, 2018 regarding this proposed extension, wherein all persons wishing to be heard were heard.

**NOW, THEREFORE, IT IS HEREBY**

**ORDERED**, that the Town Board of the Town of Riverhead as governing body of the Riverhead Water District, hereby approves Extension No. 91 of the Riverhead Water District to accommodate water connection to seven (7) properties located on the south side of Pulaski Street being identified as S.C.T.M. Nos. 0600-121-1-1, 0600-121-1-2, 0600-121-1-3, 0600-121-1-4, 0600-121-1-5, 0600-121-1-6.1, 0600-121-1-6.2 subject to the following conditions:

1. Key monies will be assessed at such time when the property owners included in the extension request to be serviced by the Water District.
2. Filing of a copy of this approval with the New York State Department of Conservation.

**BE IT RESOLVED**, that the Town Clerk be and is hereby authorized and directed to record a certified copy of this resolution with the Suffolk County Clerk, provide a



certified copy of this resolution to John Collins, P.E., H2M Consulting Engineers for filing with the NYS DEC, and provide a certified copy of this resolution to the Riverhead Board of Assessors.

**BE IT FURTHER RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation      Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: ORDER APPROVING EXTENSION 91 – PULASKI STREET OF THE RIVERHEAD WATER DISTRICT		
C. Purpose of Proposed Legislation: Water extension approval		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes _____ No <u>  X  </u>		
E. If the answer to section D is “yes”, select (a) or (b) below and initial or detail as applicable:  (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example:routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. <b>Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Robin Halpin	I. Signature of Preparer   Robin Halpin      10/16/2018	J. Date 10/10/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff   William Rothaar	M. Date 10/11/18



**EXHIBIT "B"**  
**RIVERHEAD WATER DISTRICT**  
**PROPOSED EXTENSION NO. 91 - PULASKI STREET PROPERTIES**  
**DESCRIPTION OF EXTENSION**

JUNE 2018

All these certain lots, parcels of land, said property being known as District 600, Section 121, Block 1, Lots 1, 2, 3 & 4 and part of Lots 5, 6.1, 6.2 situated and lying and being at Riverhead, Town of Riverhead, County of Suffolk and State of New York, bounded and described as follows:

BEGINNING at a point formed by the southerly right-of-way of Pulaski Street and the westerly right-of-way of JT Boulevard.

THENCE running westerly along the southerly right-of-way line of Pulaski Street a distance of approximately 410 feet to a point situated on the southerly right-of-way line of Pulaski Street and formed by the easterly property line of District 600, Section 121, Block 1, Lot 6.1 and the westerly property line of District 600, Section 121, Block 1, Lot 7. Said point being the **POINT OF BEGINNING**.

From said **POINT OF BEGINNING**, running south along the easterly property line of District 600, Section 121, Block 1, Lot 6.1 a distance of approximately 310 feet to a point formed by the easterly property line of District 600, Section 121, Block 1, Lot 6.1 and a line running parallel to Pulaski Street and representing the boundaries of the Riverhead Water District.

THENCE, traveling westerly along the aforementioned boundary line a distance of approximately 900 feet to a point formed by the easterly property line of District 0600, Section 121, Block 1, Lot 4 and the northerly property line of District 0600, Section 119, Block 1, Lot 15.

THENCE, traveling westerly along the southerly property lines of District 600, Section 121, Block 1, Lots 4, 3, 2 & 1 a distance of 396 feet to a point formed by the westerly and southerly property lines of District 600, Section 121, Block 1, Lot 1.

THENCE running northerly along the westerly property lines of District 600, Section 121, Block 1, Lot 1 a distance of 200 feet to a point situated on the southerly right-of-way line of Pulaski Street and formed by the westerly property line of District 600, Section 121, Block 1, Lot 1 and the easterly property line of District 600, Section 119, Block 1, Lot 14.

THENCE running easterly along the southerly right-of-way line of Pulaski Street a distance of 1,361 feet to a point formed by the easterly property line of District 600, Section 121, Block 1, Lot 6.1 and the westerly property line of District 600, Section 121, Block 1, Lot 7. Said point being the aforementioned described **POINT OF BEGINNING**.

**END OF DESCRIPTION**

Attachment: Ext 91 Exhibit (2018-796 : Ext 91 - Pulaski St Approval)

10.16.2018

ADOPTED

## TOWN OF RIVERHEAD

## Resolution 2018-797

**RATIFIES AUTHORIZATION FOR WONDERLAND MIDWAY CORP. TO PROVIDE CARNIVAL SERVICES AT THE "RIVERHEAD COUNTRY FAIR" STREET FESTIVAL ON SUNDAY, OCTOBER 7, 2018, 8:00 A.M. TO 6:00 P.M., WITH RIVERHEAD TOWNSCAPE INCORPORATED, ALONG THE RIVERFRONT; AUTHORIZES THE SUPERVISOR TO EXECUTE A LICENSE AGREEMENT WITH WONDERLAND MIDWAY CORP. AND RIVERHEAD TOWNSCAPE INCORPORATED**

Councilwoman Giglio offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, the Riverhead Town Board approved a Chapter 255 special events permit to Riverhead Townscape Incorporated (RTI), to conduct the *Riverhead Country Fair* street festival, on Sunday, October 7, 2018, 8:00 a.m. to 5:00 p.m., along Main Street, between Griffing Avenue and Union Avenue, inclusive of Peconic Avenue and the riverfront; and

**WHEREAS**, RTI has requested permission to allow Wonderland Midway Corp. to provide carnival services within the licensed premises at the subject place, date and time at no cost to the Town of Riverhead.

**NOW THEREFORE BE IT RESOLVED**, that the Town of Riverhead approves Wonderland Midway Corp. as a carnival service vendor at the "*Riverhead Country Fair*" on Sunday, October 7, 2018, 8:00 a.m. to 6:00 p.m., at no cost to the Town of Riverhead, **subject to the following conditions:**

1. **Wonderland Midway Corp. shall execute a license agreement in a form to be approved by the Town Attorney's Office.**
2. **Each participating alcohol service vendor shall procure a general liability insurance policy for the subject activity naming the Town of Riverhead and Riverhead Townscape Incorporated, as "additional insureds" on a primary and non-contributory basis, with policy limits of at least \$1,000,000.00 per occurrence/ \$10,000,000.00 aggregate. Additionally, vendor shall provide excess umbrella liability insurance coverage in the mount of \$5,000,000.00 per occurrence/aggregate.**

and be it further

**RESOLVED**, that the Town Supervisor is authorized to execute a license agreement with Wonderland Midway Corp. in a form to be approved by the Town Attorney's Office; and be it further



**RESOLVED**, that the Town Clerk is hereby directed to forward a copy of this resolution to Thomas Farruggia, President, Riverhead Townscape Incorporated, PO Box 869, Riverhead, New York 11901; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation      Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation:  Ratifies Authorization for Wonderland Midway Corp. to Provide Carnival Services at the "Riverhead Country Fair" Street Festival on Sunday, October 7, 2018, 8:00 A.M. to 6:00 P.M., with Riverhead Townscape Incorporated, along the Riverfront; Authorizes the Supervisor to Execute a License Agreement with Wonderland Midway Corp. and Riverhead Townscape Incorporated		
C. Purpose of Proposed Legislation: Authorize Wonderland Midway Corp. to Provide Carnival Services at the Riverhead Country Fair		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes _____ No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;         </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;">           (b) The description/explanation of fiscal impact is set forth as follows:         </div> </div>		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Joanne Fagan	I. Signature of Preparer  <div style="text-align: center;">   <u>Joanne Fagan</u> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Joanne Fagan</span> <span>10/16/2018</span> </div>	J. Date 10/09/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center;">           William Rothaar       </div>	M. Date 10/09/18

10.16.2018

ADOPTED

## TOWN OF RIVERHEAD

## Resolution 2018-798

**RATIFIES THE ADOPTION OF A POLICY AGAINST WORKPLACE SEXUAL HARASSMENT**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Kent

**WHEREAS**, New York State enacted Labor Law Section 201-g which mandates that all public and private employers address workplace sexual harassment by adopting and implementing a sexual harassment policy and training program.

**NOW THEREFORE BE IT RESOLVED**, that effective October 9, 2018 the Town Board of the Town of Riverhead hereby ratifies the adoption of the attached Policy against Workplace Sexual Harassment.

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

<p>A. Type of Legislation      Resolution <u>  X  </u>      Local Law</p>		
<p>B. Title of Proposed Legislation: Ratifies the Adoption of a Policy Against Workplace Sexual Harassment Ratifies the Adoption of a Policy against Workplace Sexual Harassment</p>		
<p>C. Purpose of Proposed Legislation: Complies with NYS Labor Law by adopting a policy that addresses workplace sexual harassment</p>		
<p>D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>      </u>    No <u>  x  </u></p>		
<p>E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:</p> <p>(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;</p> <p style="text-align: center;">or</p> <p>(b) The description/explanation of fiscal impact is set forth as follows:</p>		
<p>F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years</p>		
<p><b>G. Proposed Source of Funding</b>  Appropriation Account to be Charged:</p> <p>Grant or other Revenue Source:</p> <p>Appropriation Transfer (list account(s) and amount):</p>		
<p>H. Typed Name &amp; Title of Preparer: Meg Ferris</p>	<p>I. Signature of Preparer</p> <p style="text-align: center;"><b>Meg Ferris</b>  Meg Ferris <span style="float: right;">10/16/2018</span></p>	<p>J. Date 10/11/18</p>
<p>K. Accounting Staff Name &amp; Title William Rothaar, Accounting Department</p>	<p>L. Signature of Accounting Staff</p> <p style="text-align: center;"><i>William Rothaar</i>  William Rothaar</p>	<p>M. Date 10/12/18</p>

## **POLICY AGAINST WORKPLACE SEXUAL HARASSMENT**

### **Introduction**

The Town of Riverhead is committed to maintaining a workplace that is free from sexual harassment. Sexual harassment is a form of workplace discrimination and will not be tolerated. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees, applicants for employment, interns, non-employees (as defined below) and other persons conducting business with the Town have a legal right to a workplace that is free from sexual harassment.

The Town is equally committed to maintaining a workplace that is free from discrimination and other types of prohibited harassment. For more information, please see the Town's "Policy Against Unlawful Workplace Harassment and Discrimination."

### **Policy**

This Policy applies to all employees, applicants for employment, interns, non-employees (see definition below), and other persons conducting business with the Town, regardless of immigration status, ("covered individuals") with respect to conduct by other persons.

For purposes of this Policy, a "non-employee" is an independent contractor, agent or someone who is (or who is employed by) a contractor, subcontractor, vendor, consultant or anyone providing services in the workplace. Non-employees also include volunteers, temporary workers, persons providing equipment repair, cleaning services or any other service pursuant to a contract, or other relationship with the Town.

All covered individuals must follow and uphold this Policy.

Sexual harassment is a form of misconduct and will not be tolerated. Sexual harassment is offensive, a violation of the Town's policies, unlawful, and may subject the Town to liability for harm to targets of sexual harassment. Sexual harassers may also be individually subject to liability.

Following receipt of a complaint about sexual harassment or of knowledge regarding possible sexual harassment that is occurring or has occurred, the Town will conduct a prompt, thorough and confidential investigation that ensures due process for all parties. Appropriate corrective action, subject to any statutory or contractual limitations, will be taken whenever sexual harassment is found to have occurred.

### **What is "Sexual Harassment?"**

Sexual harassment is a form of sex discrimination and is unlawful pursuant to federal, State and (where applicable) local law. Sexual harassment includes harassment on the basis of



sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct that is of a sexual nature or that is directed at an individual because of his/her sex, sexual orientation, gender identity or transgender status when:

- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- the conduct is made either explicitly or implicitly a term or condition of employment; or
- submission to or rejection of the conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence that are of a sexual nature, or that are directed at an individual because of his/her sex, sexual orientation, gender identity or transgender status. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone that are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation or that interfere with his/her job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. Job benefits may include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "*quid pro quo*" harassment.

Any covered individual who believes that he/she is being or has been sexually harassed should report the sexual harassment so that any violation of this Policy can be promptly corrected. Any sexually harassing conduct, even a single incident, can be addressed pursuant to this Policy.

### **Examples of Sexual Harassment**

The following describes some of the types of acts that are strictly prohibited and that may constitute unlawful sexual harassment:

- Physical acts of a sexual nature including:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions including:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience that creates a hostile work environment.
- Sex stereotyping which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace including:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes displays on workplace computers, cell phones or other electronic devices and sharing these displays while in the workplace.
- Hostile actions taken against an individual because of his/her sex, sexual orientation, gender identity or transgender status, including:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the person's ability to perform the job;
  - Sabotaging a person's work; and
  - Bullying, yelling or name-calling.

### **Who Can be a Target of Sexual Harassment?**

Sexual harassment can occur between or among any individuals, regardless of their sex or gender. New York Law protects covered individuals from sexual harassment. Sexual harassers can be a superior, a subordinate, a co-worker or anyone in the workplace including another covered individual or any other person, including a visitor.

### **Where Can Sexual Harassment Occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can also occur outside of the workplace while covered individuals are traveling for work or at employer-sponsored events, programs, activities or parties. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment even if they occur away from the workplace premises, on personal devices or outside of work hours.

### **Retaliation is Prohibited**

Retaliation against anyone who, in good faith, complains, provides information or assists in an investigation of suspected sexual harassment as a witness or otherwise will not be tolerated.

No covered individual will be subject to adverse action(s) (*e.g.*, being discharged, disciplined, discriminated against; *etc.*) because that person, in good faith, reports an incident of sexual harassment, provides information, or otherwise participates in any investigation of a sexual harassment complaint.

Appropriate corrective action, subject to any statutory or contractual limitations, including, but not limited to, disciplinary action, termination of employment and/or termination of any contractual or other relationship with the Town will be implemented.

Unlawful retaliation can be any action that could discourage a covered individual from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (*e.g.*, threats of physical violence outside of work hours).

Retaliation is unlawful pursuant to federal, State and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has, in good faith:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment pursuant to the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report sexual harassment.

Even if the alleged sexual harassment does not rise to the level of a violation of law, the individual is protected from retaliation if he/she had a good faith belief that the practices were unlawful. The retaliation provision is not intended, however, to protect persons making intentionally false charges of sexual harassment.

Any covered individual who believes that he/she has been a target of any acts of retaliation in violation of this Policy should immediately report that conduct to the Town’s Compliance Officer. If the complaint involves or the individual is hesitant to report to the Town’s Compliance Officer, the individual should inform the Town’s Alternate Compliance Officer. Contact information for these individuals can be found on the Town’s website and in Town regulations.

Anyone who believes that he/she has been a target of prohibited retaliation may seek legal remedies, as explained below in the section on “Legal Protections.”

### **Reporting Sexual Harassment**

Preventing sexual harassment is everyone’s responsibility. The Town cannot prevent or remedy sexual harassment unless we know about it.

All covered individuals are encouraged to report any behavior that may constitute sexual harassment in violation of this Policy to the Town’s Compliance Officer. If the complaint involves or the individual is hesitant to report to the Town’s Compliance Officer, the behavior should be reported to the Town’s Alternate Compliance Officer. Contact information for these individuals can be found on the Town’s website and in Town regulations.

Anyone who witnesses or becomes aware of a potential instance of sexual harassment should also report this behavior to one of the above individuals.

Reports of sexual harassment may be made orally or in writing. A form for submission of a written complaint is attached to this Policy, and all covered individuals are encouraged to use this complaint form. If a covered individual reports sexual harassment on behalf of someone else, he/she should use the written complaint form and note that he/she is submitting the complaint on someone else’s behalf.

Anyone who believes that he/she has been a target of prohibited sexual harassment may seek legal remedies, as explained below in the section on “Legal Protections.”

### **Supervisory Responsibilities**

Any supervisor or manager who receives a complaint or information about suspected sexual harassment, observes what may be sexually harassing behavior or for any reason becomes aware of or suspects that sexual harassment is occurring or has occurred, is **required** to report that suspected sexual harassment to the Town’s Compliance Officer, irrespective of whether the affected individual files a complaint. If the complaint or information involves the Town’s Compliance Officer, the supervisor/manager must report the suspected sexual harassment to the Town’s Alternate Compliance Officer. Contact information for these individuals can be found on the Town’s website and in Town regulations.

In addition to potentially being subject to appropriate corrective action, subject to any statutory or contractual limitations, if they engage in sexually harassing conduct or retaliation themselves, supervisors and managers will be subject to appropriate corrective action, subject to any statutory or contractual limitations, for failing to report suspected sexual harassment or for otherwise knowingly allowing sexual harassment to continue. Corrective action includes, but is not limited to, disciplinary action or termination of employment.

### **Complaint and Investigation of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information was reported in oral or written form. An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. All persons involved, including complainants, witnesses and alleged sexual harassers will be afforded due process, as outlined below, to protect their rights to a fair and impartial investigation.

All covered individuals, including supervisors and managers, may be required to cooperate as needed in an investigation of suspected sexual harassment to the extent permitted by law. Anyone who participates in an investigation will not be retaliated against for that reason. The Town will not tolerate retaliation against anyone who files a complaint, supports another's complaint or participates in an investigation regarding a violation of this Policy.

While the process may vary from case to case, the following investigation procedure must be followed when there is any indication that sexual harassment has taken, or is taking, place:

- The Compliance Officer, or designee, will investigate all complaints of sexual harassment, except as otherwise outlined herein. Third parties may be designated to investigate a complaint or assist with any investigation.
- Upon receipt of a complaint or report of suspected sexual harassment, the Compliance Officer, or designee, will conduct an immediate review of the allegations. If the complaint is oral, the Compliance Officer, or designee, will encourage the complainant or informant to complete the written complaint form, a copy of which is attached to this Policy. If he or she refuses, the Compliance Officer, or designee, will prepare a complaint form based on the oral reporting.
- If documents, emails, phone records or other paper or electronic records are relevant to the allegations, the Town will take steps to obtain and preserve them.
- The Compliance Officer, or designee, will request and review all relevant documents, including all electronic communications.
- The Compliance Officer, or designee, will interview all parties involved, including any relevant witnesses.
- All records of the investigation will be maintained in a secure and confidential location.
- The Compliance Officer, or designee, will notify the individual who complained and the alleged perpetrator of the outcome of the investigation.
- The Compliance Officer, or designee, will inform the individual who complained of his/her right to file a complaint or charge externally, as outlined below.

## **Corrective Action**

Any person, including covered individuals of every level who, upon an investigation in accordance with this Policy, is determined to have engaged in impermissible sexual harassment or retaliation in violation of this Policy, will be subject to appropriate corrective action, subject to any statutory or contractual limitations, including, but not limited to, disciplinary action (*e.g.*, suspension or termination of employment).

If the sexual harassment involves a non-employee or other individual, then other consequences may be implemented up to and including termination of any contractual or other relationship between the Town and the non-employee or other individual.

## **Confidentiality**

The confidentiality and privacy of all parties involved in a complaint, report or investigation of suspected sexual harassment or retaliation in accordance with this Policy will be respected to the extent possible while permitting the Town to conduct a thorough investigation of the complaint or report and take appropriate corrective action as necessary.

## **Bad Faith Claims**

If, after investigating a complaint of sexual harassment, it is determined that a person has made a claim of sexual harassment or retaliation in bad faith, or intentionally provided false information regarding a claim of sexual harassment or retaliation, legal action and/or appropriate corrective action including, but not limited to, disciplinary action, termination of employment and/or termination of any contractual or other relationship with the Town may be taken against that person, subject to any statutory or contractual limitations.

## **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the Town, but it is also prohibited by State, federal and (where applicable) local law. Aside from the internal process at the Town, covered individuals may also choose to pursue legal remedies including, for example, in court and/or with the below governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

## **New York State Human Rights Law (HRL)**

The HRL, codified as N.Y. Executive Law, Art. 15, § 290 *et seq.*, applies to employers in New York State with regard to sexual harassment and protects employees, paid and unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. Complaints with the DHR may be filed any time within one year of the harassment. If an individual did not file at the DHR, they can sue directly in State court pursuant to the HRL within three years of the alleged harassment. An individual may not file with the DHR if they have already filed a HRL complaint in State court.



Complaining internally to the Town does not extend your time to file with the DHR or in court. The one-year and three-year time periods outlined above are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with the DHR, and there is no cost to file. The DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, the DHR has the authority to award relief, which varies but may include requiring an employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorneys' fees and civil fines.

The DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400. The contact information for DHR's Suffolk County Office is: 250 Veterans Memorial Highway, Suite 2B-49, Hauppauge, New York 11788, (631) 952-6434, [www.dhr.ny.gov](http://www.dhr.ny.gov). Individuals can contact the DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to the DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. You do not need an attorney to file a complaint with the EEOC and there is no cost to file. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If an individual filed an administrative complaint with the DHR, the DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live or work to find out if one or more of these laws exist.

For example, anyone who lives or works in Suffolk County may file complaints of sexual harassment with the Suffolk County Human Rights Commission at: H. Lee Dennison Building, 100 Veterans Memorial Hwy, Third Floor, Hauppauge, NY 11788, (631) 853-5480.

### **Contact the Police Department**

If the sexual harassment involves physical touching, coerced physical confinement or coerced sexual acts, the conduct may constitute a crime and affected individuals should contact the police department.

### **Dissemination and Training**

This Policy should be posted prominently in all work locations to the extent practicable (for example, in a main office, but not an off-site work location). The Town will provide this Policy to all employees and will provide this Policy to new employees upon hire.

All employees will receive sexual harassment prevention training at least annually.

**We trust that everyone will continue to act responsibly to establish a working environment free of sexual harassment. We encourage you at any time to raise any questions you may have about this Policy.**



## **SEXUAL HARASSMENT COMPLAINT FORM**

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Town's Compliance Officer. If your complaint involves or you are hesitant to submit this form to the Town's Compliance Officer, you should submit the form to the Town's Alternate Compliance Officer. Contact information for these individuals can be found on the Town's website and in Town regulations. This form can be submitted in person or via e-mail. Retaliation against anyone who, in good faith, files a sexual harassment complaint form is prohibited. If you are more comfortable reporting orally or in another manner, the Town will complete this form, provide you with a copy of it and follow its Policy Against Workplace Sexual Harassment by investigating the claims.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)**

### **COMPLAINANT INFORMATION**

Name: \_\_\_\_\_  
 Work Address: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
 Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

### **SUPERVISORY INFORMATION**

Immediate Supervisor's Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Work Address: \_\_\_\_\_

### **COMPLAINT INFORMATION**

1. The complaint of Sexual Harassment is made about:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

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3. Date(s) sexual harassment occurred: \_\_\_\_\_

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

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*The last question is optional, but may help the investigation.*

5. Have you previously complained or provided information (oral or written) about related incidents? If yes, when and to whom did you complain or provide information?

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If you retained legal counsel and would like us to work with them, please provide their contact information. \_\_\_\_\_

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*I hereby affirm that the information contained in this complaint is true and correct to the best of my knowledge, information and belief.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-799****RESOLUTION TO SCHEDULE SPECIAL TOWN BOARD MEETING FOR ADOPTION  
OF THE FINAL SCOPE FOR METRO GROUP PROPERTIES, INC.**

Councilwoman Kent offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, the applicant submitted a site plan and application for special permit (hereinafter also referred to as “project” and “proposed action”) seeking to construct a 186,422 sq. ft. floor area, mixed use, five-story building with 170 apartments, three retail stores, and a mostly underground parking garage on a vacant 61,987 sq. ft. site composed of four parcels at 203-213 E. Main St. in the DC-1 Zoning District on the south side of E. Main St. west of McDermott Ave., known as Suffolk County Tax Map Nos. 0600-129-01-17, 18, 19, and 20 (See Town of Riverhead website-townofriverheadny.gov for a more complete description of the project); and

**WHEREAS**, the Town Board, by Resolution #229 adopted on April 3, 2018, pursuant to 6NYCRR Part 617 of the State Environmental Quality Review Act (SEQRA) designated the proposed action as a Type I such that said Type I action required coordinated SEQRA review with all involved agencies; and

**WHEREAS**, the Town Board, by Resolution #229 adopted on April 3, 2018, requested Lead Agency status for the purpose of coordinating review with all involved agencies and directed the Planning Department to circulate a request for the Town Board of the Town of Riverhead to be the Lead Agency and dissemination of relevant information to involved agencies necessary for the project’s SEQRA review; and

**WHEREAS**, the Town Board, by Resolution #336 adopted on May 1, 2018, assumed Lead Agency, issued a Positive Declaration requiring a Draft Environmental Impact Statement (DEIS); and directing applicant to prepare a draft scope for the purpose of identifying the environmental issues and methods of study to be addressed in the DEIS; and

**WHEREAS**, the Town Board received a Draft Scope for the DEIS on September 4, 2018 prepared by the applicant’s agents Nelson Pope and Voorhis, which was made available for public review at the Office of the Town Clerk, on the Town’s official website and the Riverhead Free Library; scheduled and held a Public Scoping Session on the DEIS at 2:00 pm on October 2, 2018 at the regularly scheduled Town Board Meeting; and a second Public Scoping Session was scheduled, and held this date October 16, 2018 at the 6:00 pm regularly scheduled Town Board Meeting (See Town of Riverhead website-townofriverheadny.gov for a more complete description of the project and dates for Public Scoping Sessions); and

**WHEREAS**, as stated at October 2, 2018 and October 16, 2018 Public Scoping Sessions, written comments will be accepted until 4:30 p.m. on October 25, 2018. Comments may be delivered to the Office of the Town Clerk for the Town of Riverhead, 200 Howell Avenue, Riverhead, New York 11901; and

**WHEREAS**, the Town Board seeks to hold a Special Town Board meeting on November 1, 2018 at 10:00 am at 200 Howell Avenue, Riverhead, NY 11901 for the purpose of adopting a Final Scoping Document on the DEIS.

**NOW THEREFORE BE IT RESOLVED**, that the Town Board shall hold a Special Town Board meeting on November 1, 2018 at 10:00 am at 200 Howell Avenue, Riverhead, NY 11901 for the purpose of adopting a Final Scoping Document for preparation of the Draft Environmental Impact Statement for applicant's, Metro Group Properties, Inc., proposed project at 203-213 East Main Street, Riverhead, NY described as SCTM #600-129-1-Lots: 17, 18, 19 & 20 located on 1.42 acres on southside of East Main Street, west of McDermott Street proposed project (186,422 sq. ft. floor area, mixed use, five- story building with 170 apartments, three retail stores); and

**BE IT FURTHER RESOLVED**, that the Planning Department shall include said notice of the Special Town Board Meeting referenced above with all other documents related to the above project on the Town's website; and



**BE IT FURTHER RESOLVED**, that Town Clerk shall post a copy of this resolution on the Town Bulletin Board; and

**BE IT FURTHER RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

### **THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation      Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation:  Resolution to Schedule Special Town Board Meeting for Adoption of the Final Scope for Metro Group Properties, Inc.		
C. Purpose of Proposed Legislation: To schedule a special Town Board meeting to adopt Final Scope for Metro Group Properties, Inc.		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes _____ No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;         </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;">           (b) The description/explanation of fiscal impact is set forth as follows:         </div> </div>		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Joanne Fagan	I. Signature of Preparer  <div style="text-align: center;">   <u>Joanne Fagan</u> </div> <div style="text-align: right;">10/16/2018</div>	J. Date 10/12/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center;">           William Rothaar       </div>	M. Date 10/15/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-800****WELLBRIDGE CARE CENTER CAPITAL PROJECT BUDGET ADJUSTMENT -  
INSTALLATION OF WATER MAINS AND APPURTENANCES OF THE RIVERHEAD  
WATER DISTRICT**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Giglio

**WHEREAS**, budget adjustments are necessary for the project known as Installation of Water Mains and Appurtenances for the Wellbridge Care Center of the Riverhead Water District.

**NOW THEREFORE BE IT,**

**RESOLVED**, that the Supervisor be, and is hereby authorized to establish the following budget adjustments and transfer of funds:

	<b><u>FROM</u></b>	<b><u>TO</u></b>
EW3-8-8320-491-000-30135 Administrative Fees	21,245	
EW3-8-8320-484-000-30135 Contingencies	56,175	
 EW3-8-8320-250-000-30135 Construction		 77,420

**BE IT FURTHER RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Accounting Department. And be it further

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Wellbridge Care Center Capital Project Budget adjustment Installation of water mains & appurtenances of the Riverhead Water District		
C. Purpose of Proposed Legislation: transfer of project funds from Admin fees & contingency to Construction		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>      </u> No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F, G and complete H, I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount): EW3-8-8320-491-000-30135 \$21245; EW3-8-8320-484-000-30135 \$56175 TO EW3-8-8320-250-000-30135 \$77420		
H. Typed Name & Title of Preparer: Robin Halpin	I. Signature of Preparer  <div style="text-align: center;">           Robin Halpin       </div> <div style="text-align: right;">10/16/2018</div>	J. Date 10/05/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center;">           William Rothaar       </div>	M. Date 10/09/18



538 Broad Hollow Road, 4<sup>th</sup> Floor East  
Melville, NY 11747 | tel 631.756.8000

October 2, 2018

Mr. Ron Whelan  
Sr. Project Manager  
The Engel Burman Group  
401 Franklin Avenue, Suite 211  
Garden City, New York 11530

**Re: Riverhead Water District  
Installation of Water Mains & Appurtenances  
Wellbridge Care Center  
H2M Project No.: RDWD 1554**

Dear Mr. Whelan:

On Thursday, September 27, 2018, <sup>4</sup> bids were received by the Riverhead Water District for the above referenced project. A total of five (5) bids were received, with the low bid being submitted by Alessio Pipe and Construction Co., Inc. of Huntington Station, New York, for a total bid price of \$996,500.00. A summary of the bid results is shown below:

<u>Contractor</u>	<u>Total Bid Price</u>
Alessio Pipe & Construction Co.	\$ 996,500.00
Merrick Utility Associates, Inc.	\$ 1,029,400.00
Bancker Construction Corp.	\$ 1,078,300.00
Adjo Contracting Corp.	\$ 1,088,395.00

As stated in previous correspondence, the owner is responsible for all costs associated with the project including construction, engineering, inspection, legal and contingencies. Accordingly, the following is a summary of all costs associated with this project and the total amount due in order to proceed with the construction.

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Construction Cost (Low Bid)	\$ 996,500.00
Engineering Report, Exhibit & Public Hearing	\$ 5,000.00
NYSDEC Permit Application for WSRR	\$ 7,500.00
Design, Regulatory Submission and Bidding	\$ 54,000.00
Construction Administration & Completed Works Submissions	\$ 18,000.00
Construction Observation Services	\$ 36,000.00
Record Drawings and District Map Updates	\$ 3,500.00
Town/District Administrative & Legal Fees (approx. 7% of construction cost)	\$ 69,755.00



Mr. Ron Whelan  
The Engel Burman Group  
October 2, 2018  
Page 2 of 2



Contingencies (approx. 5% of construction cost)	\$ 49,825.00
<b>TOTAL PROJECT COST</b>	<b>\$ 1,240,080.00</b>
Less Previous Deposits	\$ 321,000.00
<b>BALANCE DUE</b>	<b>\$ 919,080.00</b>
KEY MONEY ASSESSMENT FEES (\$9.10 x 17,143 gpd):	\$ 156,001.30

Please have deposits made to the Town of Riverhead in the amount of \$919,080.00 for the cost of construction and the amount of \$156,001.30 for key money fees, as outlined in the table above. Separate checks for the aforementioned amounts should be made payable to the Town of Riverhead and forwarded to the Riverhead Water District, 1035 Pulaski Street, Riverhead, New York 11901-3043. These funds must be received before we can award the bid.

Once the deposit is made, the District will award the contract and contact the low bidder to execute contracts. Once all contracts are signed, the contractor will be permitted to perform the work. Please note, the contractor is required to hold his bid price for ninety (90) days after receipt of the bids. If an award is not made by the District within this period, the contractor is entitled to withdraw his bid with no penalty assigned.

Should you have any questions, please feel free to contact our office. Thank you.

Very truly yours,

**H2M architects + engineers**

John R. Collins, P.E.  
Department Manager – Water Resources

DJR:mbg

cc: Supervisor Laura Jens-Smith  
Karen Levasseur, Town Board Coordinator  
Supt. Mark Conklin, RDWD  
Richard Ehlers, Esq.

X:\RDWD (Riverhead Water District) - 10810\RDWD1554 - Calverton Care\03 - Bidding\moneyafterbids.doc

Attachment: Wellbridge Cost breakdown (2018-800 : Wellbridge Budget Adjustment)

10.16.2018

ADOPTED

## TOWN OF RIVERHEAD

## Resolution 2018-801

**WELLBRIDGE CARE WATER MAIN EXTENSION #30135**

Councilwoman Giglio offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, a check for \$919,080.00 has been received from EB Construction Group LLC representing construction fees for the installation of a water main and appurtenances for the Wellbridge Care Center in Calverton. Now, therefore be it

**RESOLVED**, that the Supervisor be, and is hereby, authorized to establish the following budget adoption:

	<b><u>FROM</u></b>	<b><u>TO</u></b>
EW3-2130-000-30135-8 Developer Fees	919,080.00	
EW3-8-8320-250-000-30135 Water Main Service/Installation		918,080.00

And be it further

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Accounting and Water Departments; and be it further

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jodi Giglio, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <u>  x  </u> Local Law		
B. Title of Proposed Legislation: Wellbridge Care Water Main Extension #30135 WELLBRIDGE CARE (PECONIC CARE) WATER MAIN EXTENSION		
C. WATER DISTRICT CAPITAL PROJECT #30135		
D. Purpose of Proposed Legislation: TO ADOPT BUDGET FOR THE WATER SERVICE INSTALLATION FOR THE WELLBRIDGE CARE CENTER		
E. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>  x  </u> No		
F. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F, G and complete H, I and J;         </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;">           (b) The description/explanation of fiscal impact is set forth as follows:         </div> </div>		
G. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>H. Proposed Source of Funding</b> Appropriation Account to be Charged: EW3-8-8320-250-000-30135 Water Main Service/Installation \$919,080.00  Grant or other Revenue Source: EW3-2130-000-30135-8 Developer Fees \$919,080.00  Appropriation Transfer (list account(s) and amount):		
<b>H. Typed Name &amp; Title of Preparer:</b> Ray Scelzi	<b>I. Signature of Preparer</b>  <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Ray Scelzi</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Ray Scelzi</span> <span>10/16/2018</span> </div>	<b>J. Date</b> 10/04/18
<b>K. Accounting Staff Name &amp; Title</b> William Rothaar, Accounting Department	<b>L. Signature of Accounting Staff</b>  <div style="text-align: center; font-family: cursive;">William Rothaar</div> William Rothaar	<b>M. Date</b> 10/11/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-802****PAY BILLS - ABSTRACT ATTACHED**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Kent

**THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Catherine Kent, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation      Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Pay Bills - Abstract Attached		
C. Purpose of Proposed Legislation: Pay Bills		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes _____ No <u>  x  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: William Rothaar	I. Signature of Preparer   William Rothaar, Accounting Department      10/16/2018	J. Date 10/15/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff    William Rothaar	M. Date 10/15/18

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	8-A01	4,136.00	0.00	0.00	4,136.00
Total of All Funds:		4,136.00	0.00	0.00	4,136.00



Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	8-A01	86,260.05	0.00	17,522.38	103,782.43
Recreation Program Fund	8-A06	17,641.49	180.00	0.00	17,821.49
East Creek Docking Facility Fund	8-CM2	540.23	0.00	0.00	540.23
Highway Fund	8-DA1	38,441.76	0.00	0.00	38,441.76
Riverhead Sewer District	8-ES1	1,967.29	0.00	0.00	1,967.29
Calverton Sewer District	8-ES3	5,317.21	0.00	0.00	5,317.21
Riverhead Scavenger Waste District	8-ES5	6,317.86	0.00	0.00	6,317.86
Water District	8-EW1	97,498.81	126.96	0.00	97,625.77
Street Lighting District	8-SL1	31,428.10	0.00	0.00	31,428.10
Ambulance District	8-SM1	958.46	0.00	0.00	958.46
Trust & Agency	8-TA1	0.00	0.00	84,014.74	84,014.74
Year Total:		286,371.26	306.96	101,537.12	388,215.34
Riverhead Sewer Capital Projects	X-ES2	2,190.00	0.00	0.00	2,190.00
Calverton Sewer Capital Projects	X-ES4	607.69	0.00	0.00	607.69
Capital Projects	X-H01	28,259.76	0.00	0.00	28,259.76
Year Total:		31,057.45	0.00	0.00	31,057.45
Total of All Funds:		317,428.71	306.96	101,537.12	419,272.79



Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	A01	86,260.05	0.00	17,522.38	103,782.43
Recreation Program Fund	A06	17,641.49	180.00	0.00	17,821.49
East Creek Docking Facility Fund	CM2	540.23	0.00	0.00	540.23
Highway Fund	DA1	38,441.76	0.00	0.00	38,441.76
Riverhead Sewer District	ES1	1,967.29	0.00	0.00	1,967.29
Riverhead Sewer Capital Projects	ES2	2,190.00	0.00	0.00	2,190.00
Calverton Sewer District	ES3	5,317.21	0.00	0.00	5,317.21
Calverton Sewer Capital Projects	ES4	607.69	0.00	0.00	607.69
Riverhead Scavenger Waste District	ES5	6,317.86	0.00	0.00	6,317.86
Water District	EW1	97,498.81	126.96	0.00	97,625.77
Capital Projects	H01	28,259.76	0.00	0.00	28,259.76
Street Lighting District	SL1	31,428.10	0.00	0.00	31,428.10
Ambulance District	SM1	958.46	0.00	0.00	958.46
Trust & Agency	TA1	0.00	0.00	84,014.74	84,014.74
Total of All Funds:		317,428.71	306.96	101,537.12	419,272.79



Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
General Fund	8-A01	86,260.05	0.00	0.00	0.00	86,260.05
Recreation Program Fund	8-A06	17,641.49	0.00	0.00	0.00	17,641.49
East Creek Docking Facility Fund	8-CM2	540.23	0.00	0.00	0.00	540.23
Highway Fund	8-DA1	38,441.76	0.00	0.00	0.00	38,441.76
Riverhead Sewer District	8-ES1	1,967.29	0.00	0.00	0.00	1,967.29
Calverton Sewer District	8-ES3	5,317.21	0.00	0.00	0.00	5,317.21
Riverhead Scavenger Waste District	8-ES5	6,317.86	0.00	0.00	0.00	6,317.86
Water District	8-EW1	97,498.81	0.00	0.00	0.00	97,498.81
Street Lighting District	8-SL1	31,428.10	0.00	0.00	0.00	31,428.10
Ambulance District	8-SM1	958.46	0.00	0.00	0.00	958.46
Year Total:		286,371.26	0.00	0.00	0.00	286,371.26
Riverhead Sewer Capital Projects	X-ES2	2,190.00	0.00	0.00	0.00	2,190.00
Calverton Sewer Capital Projects	X-ES4	607.69	0.00	0.00	0.00	607.69
Capital Projects	X-H01	28,259.76	0.00	0.00	0.00	28,259.76
Year Total:		31,057.45	0.00	0.00	0.00	31,057.45
Total Of All Funds:		317,428.71	0.00	0.00	0.00	317,428.71

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-761****APPROVES CHAPTER 255 APPLICATION OF NEW HOPE RISING INC.  
("INAUGURAL SOFTBALL TOURNAMENT AND HOMERUN DERBY" - SATURDAY  
OCTOBER 20, 2018)**

Councilwoman Kent offered the following resolution,  
which was seconded by Councilman Hubbard

**WHEREAS**, on September 13, 2018, Alexandra Halsey-Storch, President, of New Hope Rising Inc., submitted a Chapter 255 Application for the purpose of conducting a softball event entitled "Inaugural Softball Tournament and Homerun Derby" to raise money for their not-for-profit organization, founded in 2014, which offers quality care and services to individuals impacted by addiction. This event shall include crafts/sales and food concession(s) and is to be held at Stotzky Park, Columbus Avenue, Riverhead, New York, on Saturday, October 20, 2018, having a rain date of Sunday, October 21, 2018, between the hours of 8:00 a.m. and 8:00 p.m.; and

**WHEREAS**, New Hope Rising Inc. has completed and filed a Short Environmental Assessment Form in accordance with 6 NYCRR 617; and

**WHEREAS**, the applicant has requested the application fee be waived due to its not-for-profit status; and

**WHEREAS**, an acceptable certificate of insurance has been received naming the Town of Riverhead as an additional insured; and

**WHEREAS**, the Town Attorney of the Town of Riverhead has reviewed all documents including the certificate of insurance regarding said application.

**NOW THEREFORE BE IT RESOLVED**, that Town of Riverhead had classified the proposed action as a "Type II" pursuant to SEQRA Part 617.5 C (15) and requires no further environmental review; and be it further

**RESOLVED**, that the Chapter 255 application of New Hope Rising Inc., for the purpose of conducting a softball event entitled "Inaugural Softball Tournament and Homerun Derby" to include crafts/sales and food concession(s), to be held at Stotzky Park, Columbus Avenue, Riverhead, New York, on Saturday, October 20, 2018, having a rain date of Sunday, October 21, 2018, between the hours of 8:00 a.m. and 8:00 p.m., is approved; and be it further

**RESOLVED**, that approval for this event shall be subject to:

- Receipt of required Suffolk County Department of Health permit(s), including the Vendors Temporary Food Service Permit(s);
- Receipt of required Public Gathering/Emergency Medical Services (EMS)

- permit(s);
- Receipt of an Outdoor Public Safety Plan to be submitted to the Fire Marshal's Office;

**RESOLVED**, that all of the above are to be received **no later than October 12, 2018**; and be it further

**RESOLVED**, should it be determined that this approval is subject to a license agreement for purposes of the utilization of police personnel and patrol vehicles, said license agreement, together with the requisite license fee as stated in said license agreement, shall be received **no later than October 12, 2018**; and be it further

**RESOLVED**, that the Town Board of the Town of Riverhead hereby waives the Chapter 255 Application fee due to the applicant's not-for-profit status; and be it further

**RESOLVED**, that any tent installations, including the obtainment of any necessary tent permits, and any all electric shall comply with the applicable provisions of the Building and Fire Code of New York State, the National Electrical Code and National Fire Protection Agency 102 (Tents & Membrane Structures); and be it further

**RESOLVED**, that this approval is subject to the provisions of Riverhead Town Code Chapter 301-249 - "Signs" and any other section of the Riverhead Town Code that may pertain to this event; and be it further

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to New Hope Rising Inc., Attn: Alexandra Halsey-Storch, 64 Riverhead Road, Westhampton Beach, New York, 11978 and Ray Coyne, Recreation Superintendent; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.



#### **10.16.18**

On a motion by Councilwoman Giglio, seconded by Councilwoman Kent, Resolution #761 was **UNTABLED**, motion carried by unanimous vote. Immediately thereafter there was a motion offered for vote.

#### **THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Catherine Kent, Councilwoman
<b>SECONDER:</b>	Tim Hubbard, Councilman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Tim Hubbard, Catherine Kent
<b>ABSENT:</b>	James Wooten

## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Approves Chapter 255 Application of New Hope Rising Inc. ("Inaugural Softball Tournament and Homerun Derby" - Saturday October 20, 2018)		
C. Purpose of Proposed Legislation: Approves special event		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>      </u> No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J; <div style="text-align: center;">or</div> (b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
<b>G. Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Laura Calamita	I. Signature of Preparer  <div style="text-align: center;">   <u>Laura Calamita</u> </div> <div style="text-align: right;">10/16/2018</div>	J. Date 9/25/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff  <div style="text-align: center;">           William Rothaar       </div>	M. Date 9/25/18

10.16.2018

ADOPTED

**TOWN OF RIVERHEAD****Resolution 2018-758****CLASSIFIES ACTION PURSUANT TO SEQRA, ISSUES NEGATIVE DECLARATION  
AND GRANTS SPECIAL PERMIT FOR ACCESSORY OUTDOOR STORAGE AT 84  
LUMBER COMPANY LOCATED AT 1751 WEST MAIN STREET, RIVERHEAD NY**

Councilman Hubbard offered the following resolution,  
which was seconded by Councilwoman Giglio

**WHEREAS**, the Town Board is in receipt of a special permit application from 84 Lumber Company, Inc. to allow “outside storage not to exceed 10% of the site” on an existing warehouse/yard, known as 84 Lumber, on a 243,542 sq. ft. parcel located in the Riverfront Corridor (RLC) zoning district on the south side of 1751 West Main St, Riverhead, New York, known and designated as Suffolk County Tax Map Number 600-118-4-10; and

**WHEREAS**, the lumber yard is a pre-existing, non-conforming lumber yard and, as such, requires that a special permit be approved by the Town of Riverhead Town Board in addition to other permits and approvals from the Town of Riverhead; and

**WHEREAS**, on December 10, 2015, by Appeal No 15-35, the Town of Riverhead Zoning Board of Appeals approved a use variance application to re-establish a non-conforming building supply and lumber yard use, its business name known as 84 Lumber, located at 1751 West Main Street, Riverhead, New York, identified as SCM # 600-118-4-10; and

**WHEREAS**, the Town of Riverhead Planning Board adopted resolution # 2014-0049 on June 16, 2016 approving the preliminary site plan to perform site alterations for the re-opening of a previously closed lumber warehouse/yard, known as 84 Lumber, on a 243,542 sq. ft. parcel located in the Riverfront Corridor zoning district on the south side of 1751 West Main St, Riverhead, New York, known and designated as Suffolk County Tax Map Number 600-118-4-10; and

**WHEREAS**, Planning Board resolution # 2014-0049 indicated that the final site plan needed to meet the certain conditions including, but not limited to:

1. That no outside storage of lumber is permitted on the premises.

**WHEREAS**, the final site plan application of 84 Lumber Resolution No. 2016-0096 was approved by the Town of Riverhead Planning Board on September 14, 2016; and

**WHEREAS**, condition No. 14 of the final site plan approval states that “no outside storage of lumber is permitted on the premises;” and

**WHEREAS**, the Chief Building Inspector prepared a June 20, 2017 memorandum which states the following:

1. Special permit is required for the proposed outdoor storage area, as it is an expansion of a preexisting nonconforming use; §301-222 A.
2. The application indicates that the 8,460 total square feet of storage areas do not exceed 10% of the site, in an effort to forgo a required public hearing. However, existing indoor facilities total 37,200 square feet, so the proposed outdoor storage represents an “extent of change” of 22.7%
3. A condition of the original special permit, Town Board Resolution 733 dated December 6, 1983, was “that no outside storage of lumber is permitted on the premises.” This condition was carried through on subsequent approvals from the Town Board and Planning Board recorded as a Covenant and Restriction.
4. The outdoor storage emerged following recent approvals for the reestablishment of the business, and exists today as represented on the submitted plan prepared by Vernon Smith, PE, dated May 2, 2017.
5. Planning Board approval would be required, with an action to remove the outdoor storage covenant.
6. Any approval granted by the Town Board will require a building permit and approvals from all agencies having jurisdiction.

**WHEREAS**, in accordance with §301-311 C of the Code of the Town of Riverhead, a public hearing was held on July 3, 2018, with the record kept open for submission of written comments until July 13, 2018; and

**WHEREAS**, by letter dated July 5, 2018, the attorney for the applicant addressed the factors in Section 301-312. Special Permits of the Town of Riverhead Town Code; and

**WHEREAS**, by email dated July 17, 2018 from John Wieland from the New York State Department of Environmental Conservation (DEC) stated that “no further authorization is required from the DEC under the Wild, Scenic and Recreational River Act” as long as the applicant does not stack it so its impacts the required buffer/restoration plantings; and

**WHEREAS**, the proposed action is an Unlisted Action pursuant to 6NYCRR Part 617 (SEQRA), with coordinated review being optional and not recommended; and

**WHEREAS**, the Town Board has considered the special permit application, the site plan entitled “Outside Storage” dated April 28, 2017, signed and sealed by Vernon E. Smith, PE, the report of Planning Department staff, existing access, intensity of the proposed use, and other determining factors enumerated within §301-312, as well as the details of the SEQRA record to date and other relevant planning and zoning information.

**NOW, THEREFORE BE IT RESOLVED**, the Town Board hereby determines that the use will not prevent or substantially impair either the reasonable and orderly use or the reasonable and order development of other properties in the neighborhood, that the hazards or disadvantages to the proposed use do not infringe upon the health, safety, comfort, character and convenience of the Town, and further finds that the proposed use will be in harmony with and promotes the general purposes of zoning within the Town of Riverhead; and be it further

**RESOLVED**, the Town Board finds the following in the matter of the petition by 84 Lumber Company that it has carefully considered the special permit criteria, as enumerated in Town Code §301-312A-R; and be it further

**RESOLVED**, that the Town Board finds that the proposed special permit use will not result in any significant adverse environmental impacts, and hereby issues a Negative Declaration pursuant to SEQRA for the proposed action; and be further

**RESOLVED**, the Town Board hereby grants the special permit to allow outdoor storage not to exceed 10% of the site upon real property located at 1751 West Main Street (State Rt. 25), Riverhead, New York, also identified as SCTM # 600-118-4-10 located within the Rural Corridor (RLC) zoning use district; and be it further

**RESOLVED**, that such special permit is granted with the following conditions:

- i. Prior to the issuance of a Building Permit, the applicant shall receive site plan approval from the Town of Riverhead Planning Board.
- ii. Prior to the issuance of a Building Permit, the applicant shall file a covenant to remove condition that banned all outdoor storage of lumber and instead, limit outdoor storage of lumber to areas that have been shown on a site plan, entitled "Outside Storage" dated April 28, 2017 signed and sealed by Vernon E. Smith, PE.
- iii. Prior to the issuance of a Building Permit, any and all conditions of Planning Board site plan approval shall be satisfied.
- iv. The applicant shall stripe the areas on the property proposed for outdoor storage as shown on a site plan, entitled "Outside Storage" dated April 28, 2017 signed and sealed by Vernon E. Smith, PE, as approved by the Town of Riverhead Planning Board.
- v. That no outdoor storage of lumber shall be permitted at any time except within the limits of the areas that are striped as provided for in number iv. above.
- vi. The applicant shall comply with the International Fire Code including, but not limited to Chapter 13, Section 315.4.1 Storage beneath overhead projections from buildings, and Chapter 28. Section 2809.5 Fire Protection by providing one (1) fire hydrant onsite.
- vii. A permit from the Building Department and subsequent certificate of occupancy must be obtained within three years of this resolution date; and be it further

**RESOLVED**, the Town Clerk shall provide a copy of this resolution to the applicant, Charles Cuddy, Esq.; P.O. Box 1547, Riverhead NY 11901, the Planning Department; the Building Department; the Fire Marshal's Office; the Town Assessor's office and the Office of the Town Attorney; and be it further

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

#### 10.16.18

On a motion by Councilwoman Giglio, seconded by Councilwoman Kent, Resolution

#758 was **UNTABLED**, motion carried by unanimous vote. Immediately thereafter there was a motion offered for vote.

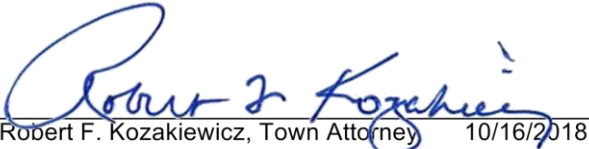

9.24

### **THE VOTE**

<b>RESULT:</b>	<b>ADOPTED [3 TO 0]</b>
<b>MOVER:</b>	Tim Hubbard, Councilman
<b>SECONDER:</b>	Jodi Giglio, Councilwoman
<b>AYES:</b>	Laura Jens-Smith, Jodi Giglio, Catherine Kent
<b>ABSENT:</b>	James Wooten
<b>RECUSED:</b>	Tim Hubbard



## FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation    Resolution <u>  X  </u> Local Law		
B. Title of Proposed Legislation: Classifies Action Pursuant to SEQRA, Issues Negative Declaration And Grants Special Permit for Accessory Outdoor Storage At 84 Lumber Company Located At 1751 West Main Street, Riverhead NY		
C. Purpose of Proposed Legislation: Grant Special Permit to 84 Lumber for expansion of pre-existing, non-conforming use of lumberyard and allows outside storage of lumber.		
D. Will the Proposed Legislation Have a Fiscal Impact?    Yes <u>      </u> No <u>  X  </u>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F, G and complete H, I and J;         </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;">           (b) The description/explanation of fiscal impact is set forth as follows:         </div> </div>		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. <b>Proposed Source of Funding</b> Appropriation Account to be Charged:  Grant or other Revenue Source:  Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Robert Kozakiewicz	I. Signature of Preparer   Robert F. Kozakiewicz, Town Attorney    10/16/2018	J. Date 9/25/18
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff    William Rothaar	M. Date 9/25/18